Wallowa County, Oregon

Emergency Operations Plan

June 2009

Prepared for:

WALLOWA COUNTY DEPARTMENT OF EMERGENCY SERVICES
101 S. River Street, Room 202
Enterprise, OR 97929

Prepared by:

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how Wallowa County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, Federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including the National Response Framework and the State of Oregon Emergency Management Plan. Wallowa County has adopted the principles of the National Incident Management System and the Incident Command System.

Consisting of a Basic Plan, Emergency Support Function Annexes, and Incident Annexes, this EOP provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other Federal, state, local, tribal, and private-sector partners.
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Letter of Promulgation
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To all Recipients:

Promulgated herewith is the revised Emergency Operations Plan for Wallowa County. The plan was first produced in 1986 as part of the model plan for counties across the entire state of Oregon. We recognize that Emergency Operations Plan revision work is needed and ongoing at this time. This plan supersedes any previous plans. It provides a framework in which Wallowa County can plan and perform its respective emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the four phases of Emergency Management, which are (1) mitigation: activities that eliminate or reduce the probability of disaster; (2) preparedness: activities that governments, organizations, and individuals develop to save lives and minimize damage; (3) response: activities that prevent loss of lives and property and provide emergency assistance; and (4) recovery: short- and long-term activities that return all systems to normal or improved standards.

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

Mike Hayward, Chair
Wallowa County Board of Commissioners

Paul Karvoski, Emergency Program Manager

Paige Sully, Wallowa County Counsel
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Plan Administration

The Wallowa County Emergency Operations Plan, including appendices and annexes, will be reviewed annually and approved every five years or as appropriate after an exercise or incident response. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Record of Plan Changes

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Plan Distribution List
Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided. The recipient will have the responsibility for updating the Emergency Operations Plan when changes are received. The Wallowa County Emergency Manager is ultimately responsible for all plan updates.

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Annex Assignments

Unless otherwise stated, the following table identifies agencies responsible for the review of specific plan sections and annexes. Changes will be forwarded to the Emergency Manager for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged.

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Basic Plan
Introduction

This Emergency Operations Plan (EOP) establishes guidance for Wallowa County’s (County) actions during response to, and short-term recovery from, major emergencies or disasters. It promulgates a framework within which the County will bring a combination of technical capabilities and resources, plus the sense, judgment, and expertise of its emergency response personnel, department directors, and other decision-makers. Specifically, this EOP describes the roles and responsibilities of Wallowa County departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The County views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture. The Emergency Manager will maintain the EOP through a program of continuous improvement, including ongoing involvement of County departments and of agencies and individuals with responsibilities and interests in these plans.

1.1 Purpose and Scope

1.1.1 Purpose

The Wallowa County EOP provides a framework for coordinated response and recovery activities during an emergency. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day emergency situations. This EOP complements the State of Oregon Emergency Management Plan (EMP) and the National Response Framework (NRF). It also identifies all Emergency Support Functions (ESFs) and critical tasks needed to support a wide range of response activities.

The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which Wallowa County has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers;
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- Describe the context under which Wallowa County will respond to an incident, including a community profile and discussion of hazards and threats facing the community;
- Assign and describe roles and responsibilities for County agencies tasked with emergency preparedness and response functions;
- Describe a concept of operations for Wallowa County that provides a framework upon which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions;
- Describe Wallowa County’s emergency response structure, including activation and operation of the County EOC and implementation of the ICS; and
- Discuss the County’s protocols to maintain and review this EOP, including training, exercises, and public education components.

The Basic Plan is supplemented by ESF Annexes and Incident Annexes (IA)s:

- ESF Annexes focus on critical operational functions and the positions responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency.
- IAs focus on the special planning needs generated by a particular hazard and contain unique and regulatory response details that apply to a single hazard.

1.1.2 Scope

The Wallowa County EOP is intended to be invoked whenever the County must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or man-made disasters and may impact unincorporated areas of the County, incorporated municipalities, or a combination thereof. Notwithstanding its Countywide reach, this Plan is intended to guide only Wallowa County’s emergency operations, complementing and supporting implementation of the emergency response plans of the various local
1. Introduction

Governments, special districts, and other public- and private-sector entities within Wallowa County but not supplanting or taking precedence over them.

The primary users of this Plan are elected officials, department heads and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in emergency response efforts. The general public is also welcome to review non-sensitive parts of this plan in order to better understand the processes by which Wallowa County manages the wide range of risks to which the County is subject.

1.2 Authorities

1.2.1 Legal Authorities

In the context of the County EOP, a disaster or major emergency is considered an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, Oregon Revised Statutes (ORS), Chapter 401, which establishes the authority for the senior elected official of the Board of Commissioners (BOC) to declare a state of emergency.

As approved by the Wallowa County BOC, Wallowa County Emergency Management (EM) has been identified as the lead agency in the Emergency Management Organization (EMO). The Program Manager, given the collateral title of Emergency Manager, has the authority and responsibility for the organization, administration, and operations of the EM.
Table 1-1 sets forth the Federal, state, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

### Table 1-1 Legal Authorities

<table>
<thead>
<tr>
<th>Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Federal Civil Defense Act of 1950, PL 81-950 as amended</td>
</tr>
<tr>
<td>- The Disaster Relief Act of 1974, PL 93-288 as amended</td>
</tr>
<tr>
<td>- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707</td>
</tr>
<tr>
<td>- Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended</td>
</tr>
<tr>
<td>- Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance</td>
</tr>
<tr>
<td>- EO 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988</td>
</tr>
<tr>
<td>- EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Of Oregon</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Oregon Revised Statutes 401.305 through 401.335.</td>
</tr>
<tr>
<td>- Executive Order of the Governor</td>
</tr>
</tbody>
</table>

### 1.2.2 Mutual Aid and Intergovernmental Agreements

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 needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that state statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

Existing Mutual Aid Agreements are identified in Appendix H of this plan. Copies of these documents can be accessed through the County Emergency Manager. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

### 1.3 Emergency Powers

#### 1.3.1 Declaration of Emergency

Under ORS 401.309, the Wallowa County BOC has the legal authority to declare that a local emergency or disaster exists. Declaration of a local disaster enables the County BOC to invoke emergency authorities and to request additional resources from State or Federal Government.
On such declaration, the Chair of the County BOC, or his or her designee, is empowered to assume centralized control of, and have authority over, all departments and offices of the County for the purposes of responding to and overcoming the disaster event at hand. The state of emergency shall be terminated when the event no longer exists or the threat of an emergency has passed.

If the emergency area is within a City, the Chief Executive(s) of that city must process requests for assistance through the County Emergency Management Office. Requests for a State Declaration shall be made by the Executive Officer(s) of the County in which the emergency event is occurring. State assistance will be provided only after a “good faith” effort has been made, local resources are exhausted or nearing depletion, and mutual aid agreements have been initiated. Local resources include those available under mutual aid or through the County.

The County EM is available for help through the Wallowa County 911 Center. A series of fill-in-the-blank disaster documents have been drafted and are attached as appendices for use as needed.

The following documents need to be forwarded to the County BOC for action:

- County BOC Order declaring an emergency, including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster;
- Supporting documentation or findings as determined necessary by the Chair of the County BOC, or successor; and
- Letter to the Governor of Oregon (Governor) advising of the County’s declaration and the request for a state declaration as appropriate, as well as any requests for assistance.

### OEM 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 locally to respond to the impact and needs.

### Requests for State/Federal assistance need to include:

- Language stating that local and county, mutual aid resources are depleted or nearly so.
- Specific assistance requirements to be requested (e.g., type and quantity of equipment needed, purpose for which it is needed, and location of the area in need. Multiple requests on the same declaration may be necessary. Be as detailed as possible, and explain the requested mission, not “who” could provide the requested resources.
- Time element: expected duration of event or expected time required to gain control
Requests for state assistance will be forwarded to Oregon Emergency Management (OEM) as soon as practical. These requests may be sent via fax as the most expedient (if operable and available) method accessible. The OEM fax number is 503-588-1378. The original, signed copy will be either mailed or hand delivered, whichever is most secure and appropriate in a given situation.

If circumstances prohibit timely action by the BOC, the Chair of the BOC, or the succeeding Commissioner may verbally declare a state of emergency. For purposes of the immediate emergency, a single Commissioner’s signature will carry full authority for the County’s Emergency Declaration. A formal review before the County BOC will follow as soon as prudently possible, with a signed order replacing the emergency order.

1.3.2 Lines of Succession
Table 1-2 provides the policy and operational lines of succession during an emergency for Wallowa County.

<table>
<thead>
<tr>
<th>Emergency Policy &amp; Governance</th>
<th>Emergency Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of the BOC</td>
<td>Emergency Manager</td>
</tr>
<tr>
<td>Succeeding Commissioner</td>
<td>County Sheriff</td>
</tr>
<tr>
<td>County Sheriff</td>
<td></td>
</tr>
<tr>
<td>Other County Elected Officials</td>
<td>Any person designated by the County BOC</td>
</tr>
</tbody>
</table>

Each County department is responsible for pre-identifying lines of succession in management’s absence. All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. The County EM will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within Wallowa County are responsible for developing and implementing Continuity of Operations (COOP)/Continuity of Government (COG) plans to ensure continued delivery of vital services during an emergency.

1.3.3 Request, Allocation, and Distribution of Resources
Resource requests and emergency/disaster declarations must be submitted by the County EM to the Director of OEM according to provisions outlined under ORS Chapter 401. Refer to ESF 7 for more detailed information regarding available resources and coordination procedures established for the County.

The executives of Wallowa County’s incorporated cities are responsible for the direction and control of their communities’ resources during emergencies and are responsible for requesting additional resources required for emergency operations. In times of declared disasters, all assistance requests will be made through the County EM via the County EOC. The County EMO processes subsequent assistance requests to the State.
In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal, in close coordination with the County Fire Chief. The Act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The County Fire Chief 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 the Oregon Emergency Response System (OERS). The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act. More information about wildfires in Wallowa County can be found in the Wallowa County Community Wildfire Protection Plan.

1.3.4 Financial Management
Expenditure reports should be submitted to the County Administrative Services and managed through the County Treasurer to identify budgetary shortfalls. The County Administrative Services will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

Refer to ESFs 5 and 14 for additional information regarding financial management procedures to be used throughout the duration of an emergency or disaster.

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

Under Oregon law, all local jurisdictions are members of a statutorily created mutual assistance compact (ORS 190.155-170). This compact, meant to streamline the mutual aid process, allows local jurisdictions to request assistance...
from another local government to prevent, mitigate, respond to, or recover from an event that overwhelms the requesting jurisdiction’s available resources. Assistance may also be requested for training, drills, or exercises.

Requests may be either written or oral, although if a request for assistance is made orally the responding government must document its response within 30 days of the request. Under these provisions, employees from another jurisdiction providing assistance to Wallowa County are agents of the County. The County must defend, save harmless, and indemnify these employees as it would its own employees. Should an employee of a responding government sustain injury in the course of providing requested assistance, the person is entitled to all applicable benefits, including workers’ compensation, normally available to the employee while performing regular duties for the responding local government. Wallowa County is not obligated to provide resources to the requesting jurisdiction.

This language supplements other State law authorizing local governments to enter into cooperative assistance agreements with public or private entities for reciprocal emergency aid and resources. Wallowa County may request and utilize the services, equipment, supplies, and facilities of departments, offices, and agencies of the State and local governments (ORS 401.480, 490). Except in cases of willful misconduct, gross negligence, or bad faith, emergency service workers acting under these provisions will not be held liable for the death or injury of any person, or damage or loss of property, as a result of that activity (ORS 401.515).

Note that under the Emergency Conflagration Act (ORS 476.510-610), the Governor (or other authorized State officer) may make available for use and duty in any county, city, or district, any part of the local fire-fighting forces and equipment in response to fire, a heightened danger of fire, or a significant reduction in available fire-fighting resources. Response personnel acting under these provisions will be considered agents of the State and will not be held liable for any injury to person or property resulting from the performance of their duties.

1.5 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 an incident. Emergency 9-1-1 should be used solely for emergency assistance or resources and not as a common communication mechanism. Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow proper protocol established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to the overall response activities required to protect the community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while they provide health and medical services.
1. Introduction

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

If necessary, the Oregon Occupational Safety and Health Administration may provide assistance and guidance on worker safety and health issues. Information regarding emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 and in this EOP’s IAs.
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2

Situation and Planning Assumptions

2.1 Situation and Planning Assumptions

2.1.1 Situation

Wallowa County, located in the uppermost northeast corner of Oregon, is 3,153 square miles in area. Bordered by the states of Washington and Idaho, the County is home to Hell’s Canyon National Recreation Park, Wallowa Lake, Eagle Cap Wilderness Area, and the Wallowa mountain range.

These natural features make the environment and population vulnerable to natural disaster situations. The County is subject to flooding, earthquakes, landslides, wildfires, severe winter storms, windstorms, and volcanic activity. It is impossible to predict exactly when such disasters will occur or the extent to which they will affect the County. However, with careful planning and collaboration among public agencies, private sector organizations, and citizens within the community, it is possible to minimize the losses that can result from natural disasters. In addition, Wallowa County is subject to technological and human-caused hazards such as fire, dam failure, hazardous materials spills, deliberate acts of terrorism, and civil disorder.

A major disaster or emergency can cause environmental damage, injuries, property loss, and disruption of essential public services and can impact regional economic, physical, and social infrastructures. The extent of casualties and damage will be determined by factors such as when the event occurs, how severe it is, weather conditions, population density, and the possible triggering of secondary risks, such as fires and floods. Initial emergency response activities focus primarily on minimizing loss of life, property, and damage to critical infrastructure, including cultural and economic assets.

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

Wallowa County has a population of 6,958 year round residents. In the past, the County has earned revenues through timber and agriculture, but in recent years it has become a destination area for recreation and those on vacation. During the summer months, the County averages 10,000 persons or more.

Four established incorporated cities—Enterprise (County seat), Wallowa, Lostine, and Joseph—are located in the County. In addition, it contains three remote year-round populated areas: Troy, Imnaha, and Flora, which are close-knit communities. The south end of Wallowa Lake also becomes heavily populated during the summer months, and the Chief Joseph Days rodeo draws as many as 20,000 spectators. Approximately one half of the County lies in State or Federal holdings, including two federally designated wilderness areas.

Wallowa County is located 67 road miles east of La Grande, Oregon, on State Highway 82. Oregon Highway 3 links the County to the Clarkston, Washington–Lewiston, Idaho area. A third seasonal route called Wallowa Mountain Loop Road (Highway 39) links the County to Halfway, Oregon and Highway 86, but is not suitable for commercial truck traffic. The State of Oregon maintains a State Airport west of the City of Joseph, Oregon, capable of handling small aircraft under 12,500 pounds. The City of Enterprise also maintains an airport facility within the eastern side of the city limits. Both sites are uncontrolled airports, and aviation fuel is available at both. A rail link to the County from Union County is operational for limited freight and passenger traffic.

The County has an elevation range of about 1,000 feet on the Snake River to almost 10,000 feet in the Eagle Cap Wilderness. Most of the rivers are well known by outdoor enthusiasts, geologists, and others, and all flow into the Snake River Basin. The County has adopted a comprehensive management plan for the protection of salmonid listed as threatened or endangered.

The hazards listed in this section may cause major emergencies or disasters. This list should not be considered all-inclusive. Rather, it is based on collective experience, and uses a standardized format of weighting historical, vulnerability, and probability factors. The following hazards were identified as the greatest risk to the citizens of Wallowa County.

2.1.3 Hazards and Threats

Wallowa County is exposed to a wide range of natural and human-caused hazards and threats, all of which have the potential to disrupt the community, causing casualties and/or damaging property and the environment. These are discussed in the following sections.

2.1.3.1 Drought

The County has been impacted numerous times by precipitation shortfalls and drought conditions. The bulk of the area’s precipitation occurs between November and June each year. The winter snowpack condition and spring rains
combine to determine the County’s water availability. Seasonally, irrigation water from mountain snow packs dries up toward the end of August, and municipal water systems commonly impose some type of water rationing during dry years. Drought conditions in the County affect commerce, agriculture, fisheries, and lifestyle, requiring conservation measures to ensure an adequate supply of potable water. The County has received a number of State and Federal Agriculture Disaster Declarations over the past 10 years.

2.1.3.2 Severe Weather
Severe weather is a common occurrence in the County. This term includes winter storms, hail, severe lightning, tornadoes and high winds, ice storms, severe temperatures, microbursts, and heavy rains. Each year, the County receives various mixes of severe weather and resulting damage. Short-term power interruptions, property damage, agricultural crop loss, and interruptions to transportation routes are the most frequent problems.

2.1.3.3 Land and Debris Slides
Land and debris slides impact the County on a frequent basis. These events generally occur in localized areas and are associated with severe weather events. Most include a mix of water, rock, soil, and tree material cascading down slopes and ravines. The debris blocks roadways and scour vegetation from the ravines. Travel was restricted on both Highway 82 and Highway 3 in 1996 and 1997 due to slides, and a single resident trailer home was destroyed by a debris slide during the January 1997 disaster. In 2002 a debris slide destroyed the mess hall belonging to the Boy Scouts and caused 37 scouts and their parents to flee for their lives. Slides cause property damage and, more importantly, isolation of the County. Debris also may clog culverts, resulting in roadway washouts.

2.1.3.4 Flooding
Flood events in the County typically result from flash or rapid rise events, and many areas of the County have been impacted by these flash floods. The main factors are type and amount of precipitation, snow pack conditions, and temperatures. Major flood events have occurred in the City of Enterprise (1989), the Troy area (1996), and the Imnaha area (1969, 1974, and 1997). Many non-gauged streams in the County’s remote areas have flooded as a result of heavy precipitation. Floods can cause property loss and damage, infrastructure damage, and isolation of citizens and can disrupt potable water supplies, sanitation systems, and economic conditions. Detours around flooded areas are usually impossible because of the region’s rugged terrain.

2.1.3.5 Wildland/Urban Interface Fire
Fires have occurred in the Wallowa area since before the County was formed. Seasonally, when dry lightning events occur, 100 to 200 new fire starts can be expected. Comparatively, very few fires escape initial suppression efforts. Fires occurring near residential areas can cause property damage and endanger lives, and the greatest hazard results from the urban-interface fires. For example, one home and two cabins in the Troy area (Eden Bench) were damaged by a fire in the
1980’s. In 2000 and again in 2001, the Governor signed a Conflagration Act that brought structural fire protection resources to Imnaha to help the County protect homes in that area. Because of the County’s remoteness and the limited infrastructure (primarily its narrow roads), response time is greatly increased for fire suppression efforts away from the main cities.

2.1.3.6 Earthquake
Earthquake events have occurred in the County, with the most seismically active area being close to the Hells Canyon dam site, where special equipment has recorded a number of small tremors. In 1999, several tremors were centered along the north edge of the Wallowa Mountains. A significant earthquake event would have a major impact on the County, potentially causing property damage and loss of life. Possible dam failure associated with seismic activity is a secondary consideration for both Snake River dams and Wallowa Lake.

2.1.3.7 Volcano
While no active volcano exists within the County, in 1984 some ash from the eruption of Mount St. Helens ash fell within the County’s borders. A major eruption of a volcano to the west of the County would pose hazards to transportation systems and public health.

2.1.3.8 Agricultural/Livestock Epidemic
The potential exists for agricultural crop and/or livestock diseases/infestations in the County. Currently, the County is experiencing problems with outbreaks of disease in Snake River big horn sheep, Spruce Bud Worm and beetle infestations in forestlands, and weed infestations. At the present time, the disease infecting the wild sheep has not spread to domestic livestock. In 2000-2001, Hoof and Mouth disease issues in England, France, and Belgium illustrated such disease potentials. In 2003, the Washington State Bovine Spongiform Encephalopathy issue impacted the local economy. The spread of noxious weeds is currently having a negative effect on the County’s agricultural economy as well.

2.1.3.9 Utility Failure
Brief electrical power outages occur frequently in the County and can affect sewage treatment facilities. Power outages are caused by other events such as severe weather and damage to power transmitting equipment. This type of event would disrupt commerce, the local Emergency Alert System (EAS) stations and emergency information dissemination, and residential heating should the event span several days. Damage to sanitation facilities can cause health and environmental concerns, with potential threats to drinking water supplies for local communities.

2.1.3.10 Hazardous Materials Incidents
There have been limited small spills or transportation-related incidents over the past few years in Wallowa County. Most hazardous materials are related to the agricultural business or petroleum products. The County’s bronze industry also uses minor levels of hazardous materials. The major transportation routes
conduct the shipments of these materials. An incident within the boundaries of a city could cause the evacuation of several hundred persons, and associated health and medical issues. The nearest Hazardous Materials response team is located in La Grande, Oregon.

2.1.3.11 Dam Failure
A historical dam failure in the County occurred in 1914, when a wooden dam across the Wallowa River (downstream from the present day Wallowa Lake dam) was washed out. While there are several minor dams in the area, only the Wallowa Lake dam poses a substantial threat should a similar event occur. The Hells Canyon Dam facility, along the eastern County border, would have a greater impact on Clarkston, Washington than on Wallowa County due to the sparse population on the Oregon side of the Snake River. This type of event is most likely to occur in conjunction with some other type of event, such as an earthquake, and would cause major devastation by destroying property and endangering lives.

2.1.3.12 Human Disease Epidemic
The County does not have any greater risk of disease than surrounding areas. Because the County is remote and maintains limited medical supplies, a rapid outbreak of infectious disease could endanger more lives here than in a more populated area.

2.1.3.13 Transportation Incident
Each year, the County experiences a number of traffic collisions, commercial truck wrecks, or conditions that require extended highway closures. Most incidents, however, are cleared in a few hours by local resources. A significant transportation incident occurred in the 1970s when a school bus was almost caught in a landslide on Highway 82, but no fatalities occurred. This hazard could restrict travel or commerce, or overload local medical facilities. Currently, busloads of tourists come to Wallowa County each week and an incident such as the overturning of a bus would overwhelm local emergency responders.

2.1.3.14 Civil Disorder
Civil disorder has occurred a few times in the County’s history, mainly in the form of labor-related issues in the 1960s. Because of environmental concerns regarding both wilderness and Federal land use, the potential for an event of this type exists currently. The disruption of traffic, property damage, and violence are the major concerns associated with such an event.

2.1.3.15 Radiological Incident
Few radiological materials are moved in the County. The risk would be mainly to the first responders at the scene.

2.1.3.16 Terrorism
No known areas of interest for international terrorists exist in the County. Risks associated with this hazard are property damage and loss of life.
2.1.4 Hazard Analysis

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

### Table 2-1 Wallowa County Hazard Analysis Matrix

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Rating Criteria with Weight Factors</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History (WF=2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vulnerability (WF=5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Threat (WF=10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Probability (WF=7)</td>
<td></td>
</tr>
<tr>
<td>Drought</td>
<td>1</td>
<td>240</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>2</td>
<td>240</td>
</tr>
<tr>
<td>Land &amp; Debris Slides</td>
<td>3</td>
<td>215</td>
</tr>
<tr>
<td>Flooding</td>
<td>4</td>
<td>205</td>
</tr>
<tr>
<td>Wildland/Urban Interface Fire</td>
<td>5</td>
<td>215</td>
</tr>
<tr>
<td>Earthquake</td>
<td>6</td>
<td>187</td>
</tr>
<tr>
<td>Volcano</td>
<td>7</td>
<td>187</td>
</tr>
<tr>
<td>Agricultural/Livestock Epidemic</td>
<td>8</td>
<td>100</td>
</tr>
<tr>
<td>Utility Failure</td>
<td>9</td>
<td>240</td>
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<tr>
<td>Hazardous Materials Incidents</td>
<td>10</td>
<td>162</td>
</tr>
<tr>
<td>Dam Failure</td>
<td>11</td>
<td>134</td>
</tr>
<tr>
<td>Human Disease Epidemic</td>
<td>12</td>
<td>112</td>
</tr>
<tr>
<td>Transportation Incident</td>
<td>13</td>
<td>105</td>
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<tr>
<td>Civil Disorder</td>
<td>14</td>
<td>84</td>
</tr>
<tr>
<td>Radiological Incident</td>
<td>15</td>
<td>24</td>
</tr>
<tr>
<td>Terrorism</td>
<td>16</td>
<td>22</td>
</tr>
</tbody>
</table>

Score for each rating criteria = Rating Factor (High = 10 points; Moderate = 5 points; Low = 1 point) X Weight Factor (WF)

**Notes:**

1. History addresses the record of previous major emergencies or disasters. Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; moderate = 3 events in last 100 years; low = 1 or 0 events in last 100 years.
2. Vulnerability addresses the percentage of population or property likely to be affected by a major emergency or disaster. Weight Factor is 5. Rating factors: high = more than 10% affected; moderate = 1%-10% affected; low = less than 1% affected.
3. Maximum Threat addresses the percentage of population or property that could be affected in a worst case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; moderate = 5%-25% could be affected; low = less than 5% could be affected.
4. Probability addresses the likelihood of a future major emergency or disaster within a specified period of time. Weight Factor is 7. Rating factors: high = one incident within a 10-year period; moderate = one incident within a 50-year period; low = one incident within a 100-year period.
2.2 Assumptions

The assumptions upon which this EOP is predicated are as follows.

- Wallowa County will continue to be exposed to the hazards noted above, as well as others that may develop in the future.
- An emergency will require prompt and effective response and recovery operations by the County EMO, disaster relief, volunteer organizations, and the private sector.
- Outside assistance may not be available in emergency situations affecting this county. Although this plan defines procedures for coordinating such assistance, it is essential for Wallowa County to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over County resources will remain at the County level even though the Governor has the legal authority to assume control when a State Declaration of Emergency has been issued.
- It is possible for a major disaster to occur at any time and at any place in the County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can occur with little or no warning.
- Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in implementing this emergency plan.
- Proper implementation of this plan will reduce or prevent disaster-related losses.
- 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.
- Wallowa County’s 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 while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster. County communication and work centers may be irreparably damaged or rendered temporarily inoperable during an emergency response. Normal operations can be disrupted during a general emergency; however, the County should still operate effectively if public officials, first responders, employees, volunteers, and residents are:
  - Familiar with established policies and procedures;
  - Assigned pre-designated tasks;
  - Provided with assembly instructions; and
  - Formally trained in their duties, roles, and responsibilities required during emergency operations.
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Roles and Responsibilities

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

Wallowa County has developed a plan to implement NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS 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.

3.2 County Government
The Wallowa County BOC is charged by ORS 401.305 with the responsibility of establishing an emergency management agency. The County Emergency Management Program Manager has been appointed by the BOC as the EM. The EM is responsible for developing a countywide emergency management program that, through cooperative planning efforts with the incorporated communities of Wallowa County, will provide a coordinated response to a major emergency or disaster.

The County EMO consists of an Executive Group and Emergency Management and is under the immediate operational direction and control of the County BOC, which coordinates decision-making with the County EM. The County provides the nucleus for emergency operations by coordinating information and resources to support roles and responsibilities assigned by this plan. During any type of emergency, the following functions and tasks typically require coordination by the County government:
- Search and Rescue (not including Urban Search and Rescue [SAR]),
- Emergency medical treatment,
- Disaster reporting,
3. Roles and Responsibilities

- Transportation of victims and displaced persons,
- Repair and recovery of essential community services, and
- Dissemination and management of public information and emergency instructions.

3.3 Emergency Management Organization

All incident management will follow the ICS and, when necessary, expand into NIMS.

The County’s EMO was created to coordinate the ongoing activities of the emergency management program. A larger organization, the Operations Organization, consisting of two teams, the Executive Group and Emergency Management, has been established to direct emergency response operations.

The governing body of County government, the BOC, is the nucleus around which the Executive Group is developed. This group will be composed of both elected and appointed officials from County departments, as well as city and/or State government, as determined by the needs of the situation and at the discretion of the EM. They will oversee the Countywide response, as coordinated by the County EM.

The Wallowa County Emergency Manager is responsible for the following common tasks:
- Serving as staff advisor to the BOC on emergency matters;
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan;
- Providing training to key personnel and emergency response staff;
- Preparing and maintaining a resource inventory;
- Ensuring the operational capability of the EOC;
- Activating the EOC;
- Keeping the governing body apprised of County preparedness status and anticipated needs;
- Serving as day-to-day liaison between County and State Emergency Management;
- Maintaining liaison with organized emergency volunteer groups and private agencies; and
- Maintaining the Community Shelter Plan for Wallowa County.

Each County department and any other agency referenced in this plan is responsible for developing and maintaining its own emergency operating plans and procedures that are consistent with this plan, in addition to carrying out specific duties that may be assigned as a part of this plan. Such plans and procedures will be referenced, as appropriate, in the annexes to this EOP.

If a major emergency or disaster occurs during non-working hours, critical County employees who have direct public safety responsibilities or have been designated by their departments have a responsibility to report to work as soon as
3. Roles and Responsibilities

self-preservation concerns for themselves and their families have been met (advance family planning and preparations shall be made to the extent possible, to allow immediate return to work).

All other County employees should follow departmental procedures for emergency situations, if possible, or tune to local radio/television for EAS broadcasts and listen for direction.

3.4 Function-Specific Roles and Responsibilities

The Emergency Manager is responsible for emergency management planning and operations for the area of the County lying outside the corporate limits of the incorporated municipalities of the County. The mayor of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (Those responsibilities may be shared with the County EMO under agreement.)

Most of the departments within Wallowa County have emergency functions as part of their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. This list should not necessarily be considered all-inclusive but should cover most major emergency operations. Additional, detailed information is available in the respective ESF and IAs.

3.4.1 Executive Group Functions

The Executive Group is referred to in this plan as a single body but in fact may have several components with representation from each local political jurisdiction within the emergency management program. Each group is responsible for the activities conducted within their respective jurisdiction. The members of the Group include both elected and appointed executives with certain legal responsibilities. The functions of the executive group are outlined in the following sections.

3.4.1.1 County Board of Commissioners

- Direct the overall preparedness program for Wallowa County;
- Make emergency policy decisions;
- Declare a state of emergency, when necessary;
- Implement the emergency powers of local government;
- Serve as EOC controller during activations (senior acting official or designee);
- Request/authorize outside assistance when necessary (in accordance with existing Mutual Aid Agreements and/or through the State Emergency Management Division); and
- Ensure that all County departments develop, maintain, and exercise their respective service annexes to this plan.
3. Roles and Responsibilities

3.4.1.2 City Mayor (during City involvement)
- Ensure that all city departments develop, maintain, and exercise their respective service annexes to this plan;
- Coordinate response activities with the County BOC during emergencies;
- Implement the policies, decisions, and emergency powers of the municipal governing body;
- Direct the emergency operational response of city services; and
- Request emergency assistance from the County as events dictate.

3.4.1.3 Emergency Manager
- Serve as staff advisor to the County BOC on emergency matters;
- Coordinate with organizations within the County to promote emergency planning and general preparedness activities;
- Analyze the emergency skills required and arranging the training necessary to provide those skills;
- Prepare and maintaining a resource inventory for Wallowa County;
- Ensure the operational capability of the EOC;
- Activate the EOC and notifying the Executive Group and appropriate Emergency Response Group members;
- Keep the governing body apprised of the Wallowa County preparedness status and anticipated needs;
- Serve as day-to-day liaison between Wallowa County and State Emergency Management Office;
- Maintain liaison with organized emergency volunteer groups and private agencies;
- Keep the public and the State Emergency Management Office informed of situations; and
- Maintain updates to the County EOP.

3.4.1.4 County Accountant
- Advise the County BOC on financial issues resulting from the emergency.

3.4.1.5 County Counsel
- Advise County officials on emergency powers of local government and necessary procedures to:
  1. Implement wage, price and rent controls,
  2. Establish rationing of critical resources,
  3. Establish curfews,
  4. Restrict or deny access,
  5. Specify routes of egress,
  6. Limit or restrict use of water or other utilities,
  7. Use any publicly or privately owned resource with or without payment to the owner, and
  8. Remove debris from publicly or privately owned property;
- Review and advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers;
3. Roles and Responsibilities

- Prepare and recommend local legislation to implement the emergency powers required during an emergency; and
- Advise County officials and department heads on record keeping requirements and other documentation necessary to exercise emergency powers.

3.4.2 Emergency Response Group Functions

The Emergency Response Group includes services required for an effective emergency management program, of which response is a key element. Functions of the Emergency Response Group are outlined below.

3.4.2.1 Emergency Operations Center (Senior Acting Commissioner)

- Direction and control local operating forces, and
- Make emergency policy decisions.

3.4.2.2 Direction, Control & Warning (Emergency Manager)

- Disseminate emergency public information, as requested;
- Receive and disseminate warning information to the public and key City or County officials;
- Coordinate with other County jurisdictions and State and Federal agencies; and
- Activate the EOC and notify the Executive Group and appropriate Emergency Response Group members.

3.4.2.3 Law Enforcement Services (Sheriff’s Office/City Police)

- Provide law enforcement services;
- Conduct traffic and crowd control;
- Isolate damaged areas;
- Conduct damage reconnaissance and reporting;
- Evacuate disaster areas; and
- Provide security at shelters, the EOC, and other critical facilities.

3.4.2.4 Fire Services (City Fire Chiefs)

- Provide fire prevention & suppression;
- Inspect damaged areas for fire hazards;
- Perform hazardous spills containment and clean-up; and
- Inspect shelters for fire hazards.

3.4.2.5 Medical and Health Services (County Health Administrator)

- Coordinate planning efforts with Wallowa Memorial Hospital and other County health facilities; and
- Develop emergency health and sanitation information.
3.4.2.6 Public Works and Engineering Services (County/City Public Works Director)
- Barricade hazardous areas;
- Conduct priority restoration of streets and bridges;
- Protect and restore waste treatment and disposal systems;
- Augment sanitation services;
- Assess damage to streets, bridges, traffic control devices, waste water treatment system, and other public works facilities;
- Remove debris removal;
- Assess damage to County and City owned facilities;
- Condemn unsafe structures; and
- Direct temporary repair of essential facilities.

3.4.2.7 Communication Services (Sheriff’s Office Dispatch)
- Establish and maintain Emergency Communications Systems;
- Coordinate use of all public and private communication systems necessary during emergencies; and
- Manage and coordinate all emergency communication operated within the EOC, once activated.

3.4.2.8 Damage Assessment (Assessors Office/American Red Cross/Search and Rescue)
- Establish a damage assessment team with assessment capabilities and responsibilities;
- Develop systems for reporting and compiling information on deaths, injuries, and damage to public facilities, utilities, and private property;
- Assist in determining the geographic extent of damaged areas;
- Compile estimates of damage for use by County or City officials in requesting disaster assistance; and
- Evaluate the effect of damage on County or City economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.

3.4.2.9 Emergency Public Information (Emergency Manager)
- Conduct ongoing hazard awareness and public education programs;
- Compile and prepare emergency information for the public in case of emergency;
- Arrange for media representatives to receive regular briefings on the County status during extended emergency situations;
- Secure printed and photographic documentation of the disaster situation; and
- Handle unscheduled inquiries from the media and the public.

3.4.2.10 Resource Management
- Establish procedures for employing temporary personnel for disaster operations;
- Establish and maintain a manpower reserve;
3. Roles and Responsibilities

- Coordinate deployment of reserve personnel to County and City departments requiring augmentation;
- Establish emergency purchasing procedures and/or a disaster contingency fund; and
- Maintain records of emergency related expenditures for purchases and personnel.

3.4.2.11 Shelter and Mass Care (American Red Cross)
- Supervise the Shelter Management program, (stocking, marking and equipping, etc.) for natural disaster; and
- Coordinate support with other City and County departments, relief agencies, and volunteer groups.

3.4.2.12 Evacuation Management (Sheriff’s Office/Emergency Manager/Fire Departments/Search & Rescue)
- Identify high-hazard areas and corresponding number of potential evacuees; and
- Coordinate evacuation planning to include:
  - Movement control,
  - Health and medical considerations of evacuated populations,
  - Number of persons affected and Transportation needs,
  - Emergency Public Information materials and family location assistance,
  - Shelter and Reception locations, and
  - Safety Considerations allowing re-entry to area.

3.4.2.13 Education Services District
- Coordinate information to and from school districts within the County; and
- Collect damage costs and information from school districts when appropriate.

3.4.2.14 Other Agencies’ Responsibilities
- Other County and City department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County EOC.

3.4.2.15 Volunteer and Donation Management
Responding to incidents frequently exceeds Wallowa County’s resources. Volunteers and donors can support response efforts in many ways, and it is essential that Wallowa County plan ahead to effectively incorporate volunteers and donated goods into its response activities.

3.4.3 Local and Regional Response Partners
Wallowa County’s emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the
private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to this EOP.

### 3.4.3.1 Private Sector

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

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

### 3.4.3.2 Nongovernmental Organizations

Nongovernmental Organizations (NGOs) play enormously important roles before, during, and after an incident. In Wallowa County, NGOs such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations. The roles of NGOs in an emergency may include:

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

### 3.4.3.3 Individuals and Households

Although not formally a part of Wallowa County’s emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:
3. Roles and Responsibilities

- Reducing hazards in their homes;
- Preparing an emergency supply kit and household emergency plan;
- Monitoring emergency communications carefully;
- Volunteering with an established organization; and
- Enrolling in emergency response training courses.

3.4.4 State Response Partners
Under the provisions of ORS 401.055 through 401.155, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-Declared Emergency. The administrator of OEM is delegated authority by ORS 401.260 to 401.280 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the Federal government.

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

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

Table 3-1 provides a matrix, by ESF, of the local, State, and Federal primary organizations that Wallowa County may rely on in the event of an emergency.
### Table 3-1 Response Partners by ESF

<table>
<thead>
<tr>
<th>ESF</th>
<th>Scope (Federal)</th>
<th>Primary Local Agency</th>
<th>Primary State of Oregon Agency</th>
<th>Primary Federal Agency</th>
</tr>
</thead>
</table>
| **ESF 1** Transportation | - Aviation/airspace management and control  
                        | - Transportation safety  
                        | - Restoration and recovery of transportation infrastructure  
                        | - Movement restrictions  
                        | - Damage and impact assessment | County Public Works | Department of Transportation | Department of Transportation |
| **ESF 2** Communications | - Coordination with telecommunications and information technology industries  
                        | - Restoration and repair of telecommunications infrastructure  
                        | - Protection, restoration, and sustainment of national cyber and information technology resources  
                        | - Oversight of communications within the Federal incident management and response structure | County Sheriff’s Office | Office of Emergency Management | Department of Homeland Security (National Communications System) |
| **ESF 3** Public Works and Engineering | - Infrastructure protection and emergency repair  
                        | - Infrastructure restoration  
                        | - Engineering services and construction management  
                        | - Emergency contracting support for life-saving and life-sustaining services | County/City Public Works | Department of Transportation | Department of Defense (U.S. Army Corps of Engineers) |
| **ESF 4** Firefighting   | - Coordination of Federal firefighting activities  
                        | - Support to wildland, rural, and urban firefighting operations | City Fire Departments | Department of Forestry, Office of the State Fire Marshal | Department of Agriculture (U.S. Forest Service) |
| **ESF 5** Emergency Management | - Coordination of incident management and response efforts  
                        | - Issuance of mission assignments  
                        | - Resource and human capital  
                        | - Incident action planning  
| **ESF 6** Mass Care, Emergency Assistance, Housing and Human Services | - Mass care  
                        | - Emergency assistance  
                        | - Disaster Housing  
                        | - Human services | County Emergency Management | Department of Human Services | Department of Homeland Security (FEMA) |
### Table 3-1 Response Partners by ESF

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| ESF 7 Logistics Management and Resource Support | - Comprehensive, national incident logistics planning, management, and sustainment capability  
- Resource support (facility space, office equipment and supplies, contracting services, etc.) | County Emergency Management, County Personnel Manager | Department of Administrative Services | General Services Administration Department of Homeland Security (FEMA) |
| ESF 8 Public Health and Medical Services | - Public health  
- Medical  
- Mental health services  
- Mass fatality management | County Health Administrator | Department of Human Services – Public Health Division | Department of Health and Human Services |
| ESF 9 Search and Rescue | - Life-saving assistance  
- Search and rescue operations | County Sheriff’s Office | Office of Emergency Management, Office of the State Fire Marshal | Department of Homeland Security (FEMA) |
| ESF 10 Oil and Hazardous Materials | - Oil and hazardous materials (chemical, biological, radiological, etc.) response  
- Environment short- and long-term cleanup | City Fire Departments | Department of Environmental Quality, Office of the State Fire Marshal | Environmental Protection Agency |
| ESF 11 Agriculture and Natural Resources | - Nutrition assistance  
- Animal and plant disease and pest response  
- Food safety and security  
- Natural and cultural resources and historic properties protection  
- Safety and well-being of household pets | County Emergency Management | Department of Agriculture | Department of Agriculture |
| ESF 12 Energy | - Energy infrastructure assessment, repair, and restoration  
- Energy industry utilities coordination  
- Energy forecast | County Emergency Management | Department of Administrative Services, Department of Energy, Public Utility Commission | Department of Energy |
| ESF 13 Public Safety and Security | - Facility and resource security  
- Security planning and technical resource assistance  
- Public safety and security support  
- Support to access, traffic, and crowd control | County Sheriff’s Office | Department of Justice, Oregon State Police | Department of Justice |
### Table 3-1 Response Partners by ESF

<table>
<thead>
<tr>
<th>ESF</th>
<th>Scope (Federal)</th>
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<th>Primary Federal Agency</th>
</tr>
</thead>
</table>
| **ESF 14** Long-Term Community Recovery | ■ Social and economic community impact assessment  
■ Long-term community recovery assistance to States, tribes, local governments, and the private sector  
■ Analysis and review of mitigation program implementation | County Emergency Management                               | Economic and Community Development, Office of Emergency Management | Department of Homeland Security (FEMA) |
| **ESF 15** External Affairs       | ■ Emergency public information and protective action guidance  
■ Media and community relations  
■ Congressional and international affairs  
■ Tribal and insular affairs | County Emergency Management                               | Office of Emergency Management                        | Department of Homeland Security          |
4

Concept of Operations

4.1 General
Primary roles in initial emergency response will be played by first responders such as fire and police departments and may involve hospitals, local health departments, Regional Hazardous Materials Response Teams, and Oregon Department of Forestry Incident Management Teams as well. 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. In all emergency situations and circumstances, saving and protecting human lives receives priority.

The basic concept of emergency operations centers around managing and using all available resources in the County for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life and property from the effects of hazardous events. This EOP should be used when County municipalities or emergency response agencies are reaching or have exceeded their abilities to respond to an emergency incident. Please see Figure 4-1, Wallowa County Response to Major Emergencies/Disasters.

When emergency situations arise, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response activities’ needs, the Emergency Manager, in collaboration with the BOC, will activate and implement all or part of this plan. In addition, the BOC or Emergency Manager may partially or fully activate and staff the County EOC, based on an emergency’s type, size, severity, and duration.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from the State and/or Federal government through County Emergency Management.

All involved County emergency services will implement individual EOPs, standard operating procedures (SOPs), and supporting processes for the County emergency operations. These include providing the Wallowa County EMO with the following information throughout an incident’s duration:
4. Concept of Operations

- 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 Phases of Emergency Management

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that 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, an emergency operations plan is impacted by prevention, preparedness, and recovery activities; consequently, a brief description of the four phases of emergency management is provided below.

**Mitigation and Prevention** activities seek to eliminate or reduce a disaster’s likelihood and/or consequences. They involve 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, or improved, state of affairs.

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

4.3 Incident Levels
In response to the events of September 11, 2001 and the continued terrorist threat to the United States, the Federal Government, Oregon State Police Office of Public Safety and Security and the Wallowa County Sheriff’s Office adopted a system of rating terrorist threat levels that are equivalent to the types of emergency situations defined in this section.

4.3.1 Emergency Incident
An emergency incident is generally handled within the normal organizational procedures of a county department or agency, such as a response to an armed robbery call by the Police Department. Such an occurrence would not require implementation of this plan.

4.3.2 Special Emergency
A special emergency is an incident that has special or unusual characteristics requiring response and/or support by more than one department or agency. Such an incident may require partial implementation of this plan and/or a local declaration of emergency to access state resources or to enact emergency ordinances. An example of a special emergency would be a hazardous material spill that occurred on the boundary of two jurisdictions and required the evacuation of a fairly large area.

4.3.3 Major Emergency
A major emergency is an occurrence that requires multi-agency response, allocation of resources, and emergency services and support not normally serving the area, and one that affects a large portion of the population, property and critical services in Wallowa County. Additional resources and coordination would be provided through the Emergency Operations plan and may require a request for State and Federal aid through a State declaration of emergency.

4.3.4 Disaster
Disasters are determined by a measurement of total impact of a “state of emergency” in a community and demand a crisis response beyond the capability of local government.

4.3.5 State of Emergency
A state of emergency exists whenever any part or all of Wallowa County is suffering or is in danger of suffering an event that may cause injury, death, damage, or destruction to the extent that extraordinary measures must be taken.
4. Concept of Operations

Table 4-1 Wallowa County Incident Action Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Color</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1 Normal Operations</td>
<td>Green</td>
<td>Level 1 status indicates normal conditions. No known threats or warnings, routine patrol functions.</td>
</tr>
<tr>
<td>LEVEL 2 Guarded Operations</td>
<td>Blue</td>
<td>General information about a potential threat, absent indication of potential target type, location and time. May include weather advisories and minor storm warnings.</td>
</tr>
<tr>
<td>LEVEL 3 Elevated Security</td>
<td>Yellow</td>
<td>Credible source information of specific or potential threat, suggesting target type, time, or geographic location. May include, but not limited to, major weather situations like flood or storm warnings, planned civil disturbances, strikes or labor disputes.</td>
</tr>
<tr>
<td>LEVEL 4 High Security</td>
<td>Orange</td>
<td>Credible source information of threat to a specific asset or target. Natural disasters including earthquakes, wildfires, flooding, etc. May include large-scale industrial accidents, fires and/or explosions.</td>
</tr>
<tr>
<td>LEVEL 5 Severe Security</td>
<td>Red</td>
<td>A terrorist attack has occurred or based on credible and corroborated intelligence is imminent. A natural disaster or industrial accident has occurred of such scale as to warrant a level five response.</td>
</tr>
</tbody>
</table>

4.4 Response Priorities

1. **Self-Preservation.** Protection of County employees (including dependents) from the effects of a disaster would be the first priority in the event of an emergency. The expectation would be that the employee’s family would be prepared to be self-reliant after the initial incident in order for the employee to provide timely, lifesaving services and other critical operations as effectively and with as little interruption as possible. Self-preservation includes actions taken immediately before, during, and after an event.

2. **Lifesaving/Protection of Property.** This aspect of response focuses on efforts to save lives of persons other than County employees and their dependents. It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.

3. **Unit Reconstitution.** Unit reconstitution is the recall of critical employees, (if the incident occurs during non-working hours while employees are off-duty) and the collection, inventory, temporary repair, and allocation of County assets in order to provide maximum prompt, sustained operations in response to a disaster. This would include
4. Concept of Operations

4. Activation of the County EOC for the purpose of coordinating emergency response activities.

4. Emergency Food and Temporary Housing Plan. Provision of immediate food and temporary housing for disaster victims would become an immediate priority and would be done primarily through the American Red Cross with coordination of the EOC.

5. Restoration of Infrastructure. Restoration of the County’s critical infrastructure (utilities, roads, bridges, buildings, etc.) would be a prime concern that would require the coordination of local, State, and Federal agencies with the private sector. (Reference Annex F.)

6. Statutory Response. Statutory Response involves providing a partial or full range of County services beyond that of lifesaving, security, and law enforcement during a disaster. Included under statutory response (ORS 401.305) is County support to other units of local government in their assigned missions, i.e., coordinating additional resources, declaring a state of emergency, and requesting State and Federal assistance.

7. Recovery. Recovery involves the restoration of lost or impaired capabilities caused by the effects of the disaster or other emergency; return to normal operating conditions, and providing non-emergency services to the public.

4.5 Incident Management

4.5.1 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the 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 anticipated duration. Concurrently, all involved County emergency services will implement their respective plans, procedures, and processes and will provide Wallowa County EMO with the following information:

- 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.

4.5.2 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 initiate evacuation as necessary in accordance with Annex ESF-2, Emergency Communications and Warning;
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated.
4. Concept of Operations

Refer to Annex ESF-6, 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, Emergency Telecommunications and Warning, for more detailed information and specific procedures;
- When local resources will not meet the need of local and County emergency operations, request the BOC to prepare and submit a formal declaration of emergency to OEM. The official declaration may be preceded by a verbal statement. Refer to Annex ESF-7, Resource Support, for more detailed information and specific procedures; and
- Prepare to staff the County EOC on 12-hour shifts.

4.6 Inter-jurisdictional Coordination

4.6.1 Municipalities

The Chief Executive(s) of the 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. Such requests will be directed to Wallowa County EMO. Should the County be unable to support the request, a County Declaration of Emergency will be forwarded to the State.

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, it will be covered under County planning, and County response resources will be deployed under the direction of the County should emergency conditions arise that threaten that city’s residents.

4.6.2 Special Service Districts

Special Service Districts provide services such as fire protection and water delivery systems that are not available from county governments. Each is governed by an elected Board of Directors and has policies separate from city and county governments. They often overlap city and county boundary lines and thus may serve as primary responders to emergencies within their service districts. Special Service Districts within Wallowa County include:

- Education Service District,
- Fire Districts,
- Healthcare District,
4. Concept of Operations

- Soil and Water Conservation, and
- Weed Control District.

4.6.3 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 the private sector, to include providing assistance as appropriate. Schools, hospitals, assisted living facilities, and other institutional facilities are required by Federal, State, or local regulations to have disaster plans.

The Emergency Manager will work with volunteer organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as American Red Cross, faith-based groups, and amateur radio clubs.

Finally, the Emergency Manager shall provide the public with educational and instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster.

4.6.4 State Government

The State emergency organization, as defined in the State of Oregon Emergency Management Plan, can be activated through the Oregon Military Department, Emergency Management Division. This division provides a duty officer at all times. The State provides direct State agency support to the local level and serves as a channel for obtaining resources from within and 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.

4.6.5 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 makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

4.7 Transition to Recovery

4.7.1 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.
4.7.2 Recovery

Recovery comprises 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- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, and 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 disaster plan for deficiencies. Restoration to upgrade damaged areas is possible if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, similar disaster in the future.

Annex ESF-14, Community Recovery, Mitigation, and Economic Stabilization, summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the County following a disaster.
5 Command and Control

5.1 General
The County BOC (senior acting official), or designee, as the Emergency Manager for Wallowa County, is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and its annexes. As the EOC controller, the County BOC (senior acting official), or designee, will provide overall direction of response activities of all Wallowa County departments. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Manager. Each agency will be responsible for having its own SOPs to be followed during response operations.

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

5.2 Emergency Operations Center
Response activities will be coordinated from an Emergency Operations Center (EOC). The EOC will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in the Basic Plan portion of this EOP and ESF-5, Emergency Management. During large scale emergencies the EOC will in fact become the seat of government for the duration of the crisis. The EOC will serve as a multiple agency coordination system, if needed.

5.2.1 EOC Activation
During emergency operations, and upon activation, the EOC staff will assemble as directed by this plan and by their department SOPs and protocols. Activation of the EOC will take place as outlined below.

- The EOC will be activated by the Emergency Manager or designee. He or she will assume responsibility for all operations and for direction and control of response functions.
- The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
5. Command and Control

- The County BOC (senior acting official) or designee will serve as the overall EOC controller.
- Emergency operations will be conducted by County (City) departments augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements. State and Federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The Coordinator may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- Department heads and organization leaders are responsible for emergency functions assigned to their activities, as outlined in their appropriate annex.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts, or as needed.
- The Emergency Manager will immediately notify the State Emergency Management office upon activation. Periodic updates will be made as the situation requires.
- Each EOC member will have a previously designated alternate in case circumstances prevent his or her presence at the EOC.
- Provisions for sufficient food, water, sanitary facilities and sleeping arrangements will be made.
- The use of reports and records will vary according to the type of emergency. However, “complete and accurate” records must be maintained in order to prevent post-legal entanglements, sequence of events, and proper documentation for requesting assistance, whether from local, State, or Federal sources. Forms and references are located in Appendix C of the Basic Plan.
- Appropriate security for the EOC will be maintained, and persons not connected with the emergency situation will be prevented from entering.

5.2.2 Location
The primary location for the County EOC is:

Wallowa County Sheriff’s Department
104 West Greenwood St.
Enterprise, OR

If the primary EOC is unusable for any reason, a secondary EOC will be established in the Wallowa County Health Care District (Memorial Hospital, 601 Medical Parkway Enterprise OR), or in a public building in the city or town nearest the disaster site. To avoid jeopardizing operations, care must be taken to locate the EOC away from dangers associated with the event.
5. Command and Control

5.2.3 Coordination
Other agencies may activate and staff individual Agency Operations Center (AOC) facilities for various types of emergencies; for example, if a biological incident such as pandemic influenza occurs, the Wallowa County Health Department and area medical centers may jointly staff a Medical EOC, which will coordinate closely with the Wallowa County Health Department’s AOC and the Wallowa 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 ESF annexes attached to this plan contain general guidelines for Wallowa 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 5-1, 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 5-1 Emergency Support Function Assignments Within the Incident Command System

<table>
<thead>
<tr>
<th>ESF No.</th>
<th>Title</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESF-1</td>
<td>Transportation</td>
<td>Logistics</td>
</tr>
<tr>
<td>ESF-2</td>
<td>Emergency Telecommunications and Warning</td>
<td>Operations</td>
</tr>
<tr>
<td>ESF-3</td>
<td>Public Works and Engineering</td>
<td>Operations</td>
</tr>
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<td>ESF-4</td>
<td>Fire Services</td>
<td>Operations</td>
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<td>ESF-5</td>
<td>Emergency Management</td>
<td>Incident Command</td>
</tr>
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<td>ESF-6</td>
<td>Housing and Human Services</td>
<td>Operations, Logistics, and Liaison</td>
</tr>
<tr>
<td>ESF-7</td>
<td>Resource Support</td>
<td>All</td>
</tr>
<tr>
<td>ESF-8</td>
<td>Public Health and Medical Services</td>
<td>Operations and Liaison</td>
</tr>
<tr>
<td>ESF-9</td>
<td>Search and Rescue</td>
<td>Operations</td>
</tr>
<tr>
<td>ESF-10</td>
<td>Hazardous Material</td>
<td>Operations</td>
</tr>
<tr>
<td>ESF-11</td>
<td>Agriculture and Natural Resources</td>
<td>Operations</td>
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<td>ESF-12</td>
<td>Energy</td>
<td>Logistics</td>
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<tr>
<td>ESF-13</td>
<td>Public Safety and Security</td>
<td>Operations</td>
</tr>
<tr>
<td>ESF-14</td>
<td>Community Recovery, Mitigation, and Economic Stabilization</td>
<td>Administration/Finance and Planning</td>
</tr>
<tr>
<td>ESF-15</td>
<td>Emergency Public Information and External Affairs</td>
<td>Incident Command and Liaison</td>
</tr>
</tbody>
</table>
5.3 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management applicable to all jurisdictional levels and across functional disciplines. ICS, a standardized, flexible, scalable all-hazard incident management system, is designed to be active from the time an incident occurs until the requirement for management and operations no longer exists.

The ICS structure can be expanded or contracted, depending on the incident’s changing conditions. ICS positions can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The ICS allows agencies to communicate using common terminology and operating procedures and allow for effective coordination and allocation of resources throughout an incident’s duration.

The ICS organization is built around an Incident Commander (IC) and the command and general staff positions. The four primary general staff positions are: Operations, Logistics, Planning, and Finance, which apply in a routine emergency, organizing for a major event, or managing a major response to a disaster. In small incidents, these general staff positions may be managed by the IC. Larger incidents usually require being set up as separate sections within the ICS organization, with each section overseen by a general staff member (commonly referred to as a “Section Chief”) who reports directly to the IC. The Wallowa County EOC has established a command structure, supporting activation and operational procedures, and position checklists compliant with NIMS/ICS. This information is available through the Emergency Management Director and is located at the EOC in hardcopy format. A typical ICS organizational chart for Wallowa County is presented in Figure 5-1.

In certain instances, more than one 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 are trained on ICS functions other than those in the area of their expertise. Regularly exercising 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.

Additional information regarding the Wallowa County’s EMO command structure is provided in Annex ESF-5, Emergency Management.

Plain language will be used during any multi-jurisdictional emergency response occurring in Wallowa County and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, State and local EOC personnel, Federal
operational coordinators, and responders to communicate clearly with each other and to effectively coordinate response activities, regardless of 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 abilities to communicate with each other.

Current training and operational requirements set forth under NIMS has been adopted and implemented by Wallowa County. 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.

**Figure 5-1  Example of an Incident Command Structure for Wallowa County**

![Diagram of an Incident Command Structure](image-url)
5.3.1 Command Staff

5.3.1.1 Incident Commander

In most cases, the initial IC will be the first responder managing the response. As the incident progresses to the recovery phase, a different agency representative or appointed official may transition into the IC role. Additional information on typical ICS assignments for Wallowa County regarding lead and support roles during emergency response are provided in the ESFs and the IAs attached to this plan.

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

- Determining incident objectives and strategies;
- Approving and supporting implementation of an Incident Action Plan (IAP);
- Coordinating all activities supporting the incident or event;
- Approving release of information through the public information officer (PIO); and
- Performing the duties of the following command staff if no one is assigned to the position:
  - Safety Officer,
  - PIO, and
  - Liaison Officer.

5.3.1.2 Safety Officer

Safety Officers are generally responsible for:

- Identifying initial hazards and personal protective equipment requirements and defining decontamination areas;
- Implementing site control measures;
- Monitoring and assessing the health and safety of response personnel and supporting staff (including EOC staff);
- 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 stop unsafe acts.

5.3.1.3 Public Information Officer

A lead PIO will coordinate and manage a larger public information network representing local, county, regional, and state agencies, tribal entities, political officials, and stakeholders if needed. These duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public;
- Coordinating information sharing among the public information network through the use of a Joint Information System and, if applicable, establishing and staffing a Joint Information Center;
- Implementing information clearance processes with the IC; and
- Conducting and/or managing media briefings and implementing media-monitoring activities.
5.3.1.4 Liaison Officer

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

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

The ESF annexes attached to this plan contain general guidelines for Wallowa 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.

5.3.2 General Staff

5.3.2.1 Operations 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 representing agencies involved in tactical operations. Thus, typical agencies included in the Operations Section are: fire (emergencies dealing with fire, earthquake with rescue, or hazardous materials); law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations); public health (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:

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

5.3.2.2 Planning Chief

The Planning section is responsible for forecasting future needs and events of the response effort while ensuring that implementation of appropriate procedures and
5. Command and Control

processes are accomplished. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information on the incident and providing a status summary;
- Preparing and disseminating the IAP;
- Conducting planning meetings and developing alternatives for tactical operations; and
- Maintaining resource status.

5.3.2.3 Logistics Chief

The Logistics section is typically supported by the following units: Supply, Food, Communications, Medical, Facilities, and Ground Support. Depending on the incident’s type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of incident personnel;
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel;
- Estimating future support and resource requirements; and
- Assisting with development and preparation of the IAP.

5.3.2.4 Finance/Administration 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, which 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; and
- Conducting cost analyses.

5.4 Unified Command

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

In a large incident involving multiple jurisdictions and/or regional, state, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller
situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization. Figure 5-2 is an example of a UC organizational chart for Wallowa County, providing operational flexibility to expand or contract staffing depending on the incident’s nature and size.

Figure 5-2  Example Unified Command Structure for Wallowa 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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Plan Development, Maintenance, and Implementation

6.1 Plan Review and Maintenance
At a minimum, this EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the Wallowa County Department of Emergency Management and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

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

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be forwarded to:

Wallowa County Department of Emergency Services
101 S. River Street, Room 202
Enterprise, OR 97828

6.2 Training Program
Wallowa County Emergency Services specifically coordinates training for City personnel and encourages them to participate in trainings hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by Wallowa County. Wallowa County Emergency Services maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff.

NIMS identifies these positions as follows:

- Emergency Medical Service personnel,
- Firefighters,
- Law enforcement personnel,
- Public works/utility personnel,
6. Plan Development, Maintenance, and Implementation

- Skilled support personnel,
- Other emergency management response personnel, and
- Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for Wallowa County emergency personnel.

<table>
<thead>
<tr>
<th>Emergency Personnel</th>
<th>Training Required</th>
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<tbody>
<tr>
<td>Emergency Managers and Incident Commanders</td>
<td>ICS-100, -200, -300, -400 IS-700, -800</td>
</tr>
<tr>
<td>Other Command Staff, Section Chiefs, and Deputy Section Chiefs</td>
<td>ICS-100, -200, -300 IS-700</td>
</tr>
<tr>
<td>All other EOC personnel and first responders</td>
<td>ICS-100, -200 IS-700</td>
</tr>
<tr>
<td>All other emergency response personnel, including volunteers</td>
<td>ICS-100 IS-700</td>
</tr>
</tbody>
</table>

Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.

6.3 Exercise Program

Wallowa County will conduct exercises throughout the year to continually test and evaluate this EOP. Whenever feasible, Wallowa County will coordinate with neighboring jurisdictions and State and Federal government, to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, Wallowa County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information on the HSEEP program can be found at http://hseepp.dhs.gov.

Wallowa County Emergency Services will work with other County departments to identify and implement corrective actions and mitigation measures, based on exercises conducted through the Department of Emergency Services.

6.4 Event Critique and After Action Reporting

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

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of Wallowa County.
6.5 Community Outreach and Preparedness Education

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

Information about the County’s public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County’s Emergency Services website at http://www.co.wallowa.or.us/es.
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Acronyms and Glossary
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<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tr>
<td>AAR</td>
<td>After Action Report</td>
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<td>AOC</td>
<td>Agency Operations Center</td>
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<td>ARES</td>
<td>Amateur Radio Emergency Service</td>
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<td>BOC</td>
<td>Board of Commissioners</td>
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<td>CDC</td>
<td>Centers for Disease Control</td>
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<td>Center for Environmental Health Systems</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>Continuity of Government</td>
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<td>COOP</td>
<td>Continuity of Operations Plan</td>
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<td>Wallowa County</td>
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<td>Command Post</td>
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<td>Emergency Alert System</td>
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### A. Acronyms and Glossary

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<th>Description</th>
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<td>Incident Commander</td>
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<td>Incident Command System</td>
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<td>Initial Damage Assessment</td>
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<td>Intergovernmental Agreement</td>
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<td>Morbidity and Mortality Weekly Report</td>
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<td>Point of Dispensation</td>
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<td>Preliminary Damage Assessment</td>
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<td>Radio Amateur Civil Emergency Service</td>
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<td>Search and Rescue</td>
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<tr>
<td>SCBA</td>
<td>Self-Contained Breathing Apparatus</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>SNS</td>
<td>Strategic National Stockpile</td>
</tr>
<tr>
<td>UC</td>
<td>Unified Command</td>
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<tr>
<td>WCPW</td>
<td>Wallowa County Public Works</td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
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</table>
Glossary

**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 Report:** The After Action Report 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 After Action Report.

**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.

**All Hazards:** Any incident caused by terrorism, natural disasters, or any Chemical, Biological, Radiological, Nuclear, or Explosive accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

**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.

**Audit**: Formal examination of an organization’s or individual’s accounts; a methodical examination and review.

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

**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.

**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 exercises.

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters (Department of Homeland Security, National Response Plan (December 2004), 64).

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.

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, Hazardous Materials, Emergency Medical Services).

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 Incident Command System organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidential 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 Management Assistance Compact: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

Emergency Management Board Designee: The Emergency Management Board Designee is the Chair of the Wallowa County Policy Group when the EOC is activated. This position is empowered to assume executive control over all departments, divisions, and offices of Wallowa County during a state of emergency. The Emergency Management Board Designee, with support from County legal staff and the Chief Administrative Officer, will make an Emergency Declaration stating that an emergency exists and will specify a location or description of the affected area and jurisdictions included in the declaration.
Emergency Management Director: The Wallowa County Emergency Management Director is responsible for the overall coordination and management of County resources during any type of event, while ensuring that support is provided to all Emergency Support Function coordinators and command staff throughout the duration of an incident.

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. Emergency Operations Centers 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.


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.

Evaluation: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

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.

Exercise: Exercises are planned and coordinated activities allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

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

Federal Preparedness Funding: Funding designated for developing and/or enhancing state, territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g., Center for Disease Control and Health Resources and Services Administration preparedness funds.
**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.

**Homeland Security Exercise and Evaluation Program**: A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at http://www.hseep.dhs.gov.

**Improvement Plan**: The After Action Report 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 After Action Report.

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

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

**Incident Command 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 as well as large and 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:** The Incident Command System 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.

**Incident-Specific Hazards:** Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

**Initial Action:** 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.

**Interagency:** An organization or committee comprised of multiple agencies.

**Interoperability & Compatibility:** A principle of the National Incident Management System that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the National Incident Management System are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common
communications and data standards, digital data formats, equipment standards, and design
standards. (Department of Homeland Security, National Incident Management System (March
2004), 55.)

**Inventory**: An itemized list of current assets such as a catalog of the property or estate, or a list
of goods on hand.

**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).

**Lessons Learned**: Knowledge gained through operational experience (actual events or
exercises) that improve performance of others in the same discipline. For additional information
please visit https://www.llis.dhs.gov/

**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

**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.

Multi-Agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency 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. National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 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 Incident Management System includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-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 Framework: A guide to how the United States conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

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 include faith-based charity organizations and the American Red Cross.

No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)
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 ICS, 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 ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf.

Planning: A method for developing objectives to be accomplished and incorporated into an Emergency Operations Plan.

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 non-governmental 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.
Preplanned Event: A preplanned event is a non-emergency activity. The Incident Command System can be used as the management system for events such as parades, concerts, or sporting events, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention includes 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.

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

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 subsystem 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, non-
governmental, 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.

**Resource Typing:** Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit [http://www.fema.gov/emergency/nims/rm/rt.shtm](http://www.fema.gov/emergency/nims/rm/rt.shtm).

**Resource Typing Standard:** Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The Federal Emergency Management Agency/National Incident Management System Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

**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. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
**Safety Officer**: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Scalability**: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

**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 manages Staging Areas.

**Standard Operating Procedures**: A complete reference document that details the procedures for performing a single function or a number of independent functions.

**Standardization**: A principle of the National Incident Management System that provides a set of standardized organizational structures (such as the Incident Command System, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System March 2004, 2.)


**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.

**Strategy**: The general direction selected to accomplish incident objectives set by the IC.

**Strike Team**: A set number of resources of the same kind and type that have an established minimum number of personnel.
**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 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.

**Training**: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

**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 ICS 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 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 Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.
A. Acronyms and Glossary

**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: https://nimcast.fema.gov/nimscast/index.jsp
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Basic Plan

Forms
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Forms Included in this Appendix

- Sample Disaster Declaration Forms
- Emergency Response Log
- Initial Damage Assessment Forms
- Incident Command System Forms
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SAMPLES

DECLARATION OF EMERGENCY
BEFORE THE BOARD OF COMMISSIONERS
FOR WALLA COUNTY, OREGON

In the Matter of Declaring
A State of Emergency within
Wallowa County

RESOLUTION

This matter came before the Board of Commissioners at an emergency meeting on ______, involving an emergency situation created by ________________; and

WHEREAS, _______________; and

(Date/time of occurrence; cause of incident)

WHEREAS, _______________; and

(Specify location of incident and effects)

WHEREAS, _______________; and

(Specify location of incident and effects)

WHEREAS, the following conditions, _________________ exist in the impact area.

WHEREAS, the county EOC has been implemented and emergency service responders are ______________; and

BE IT RESOLVED that the Board of Commissioners, under the emergency powers granted by ORS 401.305, declares that a State of Emergency exists within Wallowa County due to the fact that local resources have been exhausted. Further, Wallowa County's Office of Emergency Management is hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Wallowa County. State assistance is requested immediately and includes the following:

* _______________

* _______________

* _______________

Dated at Salem, Oregon, this ______ day of ____________

WALLOWA COUNTY BOARD OF COMMISSIONERS

Chairperson __________________ Commissioner __________________ Commissioner __________________
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B. Sample Disaster Declaration Forms

BEFORE THE CITY COUNCIL

FOR THE COUNTY OF__________, OREGON

In the Matter of Requesting the)
Board of Commissioners of Wallowa )
County and the Governor of the ) RESOLUTION
State of Oregon to Declare the )
City of__________ An )
Emergency/Disaster Area. )

___________________________________________________________

WHEREAS, (incident/date/time of occurrence)
has affected the County of ____________________________, specifically: _________
______________________________, and
(specify N, E, W, S boundaries of impacted area, entire city limits)

WHEREAS, this emergency/disaster was caused ________________________________
__________________________________________; and
(describe cause of incident more specifically)

WHEREAS, the following conditions, _________________________________________
_______________________________________________________________________
_______________________________________________________________________
__________________________________________________exist in the impacted area.

WHEREAS, there have been _______ fatalities and _______ injuries, and residents of the
City of __________________________ are at risk of ________ because of this
emergency. Initial estimates of costs and losses total $_______ as summarized on the attached Initial
Damage Assessment report form. (This paragraph is optional depending upon needs and type of
emergency.)

WHEREAS, the City Ordinance ____________________________, 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, the City of __________________________ has declared the area described in the first paragraph
above, to be in a “State of Emergency” on the ___ day of ____________, _________ at _________
o’clock am/pm.

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

IT IS HEREBY RESOLVED that:

1. A “State of Emergency” exists in the City of __________________________, and

2. All appropriate and available resources have been expended and further response is
beyond the capability of the City of ________________________________.
I respectfully request appropriate support from County, State, and/or Federal agencies, as provided in ROS 401.115, for the following forms of assistance. (State needs or support, not agencies:

BE IT FURTHER RESOLVED, that it is respectfully requested that the Board of Commissioners of Wallowa County and the Governor of the State of Oregon declare a “State of Emergency” for the City of________________________, as provided in ORS 401.055.

DATED THIS ____________ day of ________________.
CITY OF ________________, OREGON
By __________________________
Authorized Official

REVIEWED

By __________________________
City Attorney

(This request may be passed to the County via radio, telephone, or fax. Hard copies must be sent to the County Office of Emergency Management with a copy placed in the final incident package.)
Wallowa County Emergency Response Log

Time: __________________ Date: __________________
Name(s): ____________________________________________
Telephone: ____________________________________________
Address/Location: ____________________________________________

**NATURE OF EMERGENCY**

<table>
<thead>
<tr>
<th><strong>Fire</strong></th>
<th><strong>Broken</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Boat</td>
<td>Gas Line</td>
</tr>
<tr>
<td>Bldg.</td>
<td>Water Pipe</td>
</tr>
<tr>
<td>Area</td>
<td>Elect. Wire</td>
</tr>
<tr>
<td>Rail</td>
<td>Trees</td>
</tr>
<tr>
<td>Tank</td>
<td>Other</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Persons</strong></th>
<th><strong>Need</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Injured</td>
<td>Medication</td>
</tr>
<tr>
<td>Trapped</td>
<td>Ambulance</td>
</tr>
<tr>
<td>Lost</td>
<td>Food</td>
</tr>
<tr>
<td>Cutoff</td>
<td>Fuel</td>
</tr>
<tr>
<td>Drowned</td>
<td>Transport</td>
</tr>
<tr>
<td>Killed</td>
<td>Shelter</td>
</tr>
<tr>
<td>Other</td>
<td>Divers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hazardous Materials</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
</tr>
<tr>
<td>Decontamination</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Details</td>
</tr>
</tbody>
</table>

Approved by: __________________ Priority: __________________
Assigned to: __________________
Coordination: __________________ City: __________________
### Assistance Needed

<table>
<thead>
<tr>
<th>Units</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Weather Condition

<table>
<thead>
<tr>
<th>Forecast</th>
<th>@</th>
<th>mph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cloudy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rain</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Mission Completed

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participating Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Initial Damage Assessment Forms

<table>
<thead>
<tr>
<th>Form Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Assistance Initial Damage Assessment Field Data Collection Form</td>
</tr>
<tr>
<td>Estimated Disaster Economic Injury Worksheet For Businesses</td>
</tr>
<tr>
<td>Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Form - Instructions for form are attached</td>
</tr>
<tr>
<td>Individual Assistance IDA and PDA Calculation and Summary Form</td>
</tr>
<tr>
<td>Initial Damage Assessment Summary Report Form</td>
</tr>
<tr>
<td>Individual Assistance Joint PDA Team Assignments</td>
</tr>
<tr>
<td>Joint Preliminary Damage Assessment (PDA) Individual Assistance Field Form (Adapted from FEMA Form 76-39)</td>
</tr>
<tr>
<td>Public Assistance Preliminary Damage Assessment Site Estimate (Joint FEMA-OEM Form adapted from a FEMA Form)</td>
</tr>
<tr>
<td>Public Assistance Preliminary Damage Assessment Summary (FEMA Form 90-80)</td>
</tr>
</tbody>
</table>

Electronic copies of these forms can also be found at: [http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml](http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml)
This page left blank intentionally.
For the purposes of this form, “Individual Assistance” may be thought of as potential assistance to individuals, families, and businesses which is tied to the structures they inhabit. This form is intended for use by local governments and their agents collecting IDA data on homes and businesses in the field. It may also be useful for collecting data being provided via “telephone-banks.” The information collected on these forms should be summarized on the Initial Damage Assessment Summary Report Form.

**JURISDICTION:** ___________________________ **DATE:** ______________

**AREA BOUNDARIES:**
- North ___________________________
- East _________________________
- West _________________________
- South _________________________

**STREET NAME:** _______________________

Place a mark for each unit, and a diagonal line for every fifth unit (i.e.: \[\text{\diagbox} \])

When assessing multi-family dwellings, and businesses co-located within one structure, make a mark for each individual unit within the appropriate category of damage. Where a dwelling or business is not damaged, but is significantly affected by the event (for example; no access, loss of potable water, anticipated long-term utility outage, etc.), place the mark for that unit in the affected row.

<table>
<thead>
<tr>
<th></th>
<th>Single Family Dwelling</th>
<th>Mobile Home</th>
<th>Multi-Family</th>
<th>Business</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affected - Habitable</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Minor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Destroyed</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Estimate % Insured</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INITIAL BY SUBMITTING OFFICIAL:** ________
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ESTIMATED DISASTER ECONOMIC INJURY WORKSHEET
FOR BUSINESSES

Accurate responses to the questions below will assist in evaluating a request for an economic injury disaster declaration from the U. S. Small Business Administration.

1. Name of Business Owner:  ____________________________________________________________
   Name of Property Owner:  ____________________________________________________________
   Business/Property Address:  ____________________________________________________________
   Mailing Address:  __________________________________________________________________
   Telephone Numbers:  Business:  _________________________  Home:  _______________________

2. Estimated Adverse Economic Impact

   Did the disaster economically impact your business?  If so, when did the impact start and end?
   __________________   to  ______________   (month/year) (month/year)

   What were your business’ revenues during that period?  $ __________________
   What were your business’ revenues during the same period of the prior year?  $ _________________

3. Amount of business interruption insurance received or anticipated, if any:  $ __________________

4. Provide a brief explanation of what adverse economic effects the disaster had on your business:
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

5. How many people did you employ prior to the disaster?  __________________
   How many people did you employ after the disaster?  __________________

   If your business also suffered property damage, answer the following questions:

6. Estimated dollar loss to:
   Real property (building), if owned:  $ __________________
   Contents (machinery and equipment, furniture and fixtures, inventory, leasehold improvements, etc):  $ __________________

7. Insurance recovery received or anticipated for property damages:  $ __________________

Signature of Business Owner/Representative   Date

updated 05/19/03
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OREGON EMERGENCY MANAGEMENT
INFRASTRUCTURE (PUBLIC ASSISTANCE) INITIAL DAMAGE ASSESSMENT FIELD DATA COLLECTION FORM

NAME OF PUBLIC (GOVERNMENT) OR PRIVATE NONPROFIT AGENCY: ____________________________
COUNTY: ____________________________

(List damage and emergency response costs for only one agency on each form. Use more than one form per agency if necessary. Only certain private nonprofits should be included on this form. Additional Instructions for this form on reverse side.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Brief Description of Damage or Cost</th>
<th>Location</th>
<th>Estimated Cost</th>
<th>Comments (Impacts)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inspector’s Name: ____________________________ Contact Information: ____________________________ Date: _________

This Page Total by Category

Total A $0 Total E $0 Total $0.00
Total B $0 Total F $0
Total C $0 Total G $0
Total D $0 Total $0
INSTRUCTIONS FOR THE INSTRUCTIONS (PUBLIC ASSISTANCE) INITIAL DAMAGE ASSESSMENT FIELD DATA COLLECTION FORM

This form is intended to be utilized by local government officials or their agent during the Initial Damage Assessment (IDA) to record estimates of damage, costs, and impacts of the disaster on public infrastructure. The following categories of work shall be utilized:

<table>
<thead>
<tr>
<th>Emergency Work Categories</th>
<th>Permanent Work Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Debris Removal</td>
<td>C = Roads and bridges</td>
</tr>
<tr>
<td>B = Protective Measures</td>
<td>D = Water control facilities</td>
</tr>
<tr>
<td></td>
<td>E = Public buildings and equipment</td>
</tr>
<tr>
<td></td>
<td>F = Public utility systems</td>
</tr>
<tr>
<td></td>
<td>G = Parks and other</td>
</tr>
</tbody>
</table>

List the work performed, and public facilities damaged, as a direct result of the disaster. Estimate the cost of repair or restoration of damaged public facilities. Be sure to include both work that has been completed and which has not.

For Roads and bridges on the Federal Aid System, Enter "FAS" instead of "C" under the category of work; likewise for debris removal and protective measures related to FAS facilities. Alternatively, FAS damage and costs can be listed on separate field data collection forms if the local jurisdiction wishes. Although FAS costs will not be a factor in determining a request for a Presidential declaration, it may be useful to assess and summarize these damages for inclusion in any requests to the FHWA for assistance.

Only private nonprofits (PNPs) providing the following types of government-like services to the general public should be included on this form: education facilities, utilities, emergency or medical facilities, custodial care facilities, museums, zoos, community centers, libraries, homeless shelters, and senior citizen centers. All other PNPs should be treated as businesses for the purpose of damage assessment, and included on Individual Assistance damage assessment forms.

Local officials should be prepared to provide state and federal officials with a detailed cost breakdown of personnel, equipment, materials, and supplies for all completed work. While a variety of forms can be used to summarize these items, the format must document the type and location of work performed. Sample forms are available in the Disaster Recovery Assistance Guidebook. Be prepared to describe which sites will be repaired or reconstructed by estimates of potential threats and routine maintenance should not be listed on the forms.

Totals should be summarized on the Initial Damage Assessment Summary Report Form.

*Excel Tips: To copy IDA DATA Form, highlight IS IDA DATA tab with cursor arrow + Ctrl, then drag.*
### Oregon Emergency Management

**INDIVIDUAL ASSISTANCE IDA AND PDA CALCULATION AND SUMMARY FORM**

<table>
<thead>
<tr>
<th>Structure Categories</th>
<th>Degrees of Damage</th>
<th>Number of Structures</th>
<th>Dollar Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low-cost homes</strong></td>
<td>Destroyed (use 90% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><em>(Ave. value = $ _____________)</em></td>
<td>Major (use 60% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Minor (use 20% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Affected Habitable (use 10% of ave.)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><strong>Medium-cost homes</strong></td>
<td>Destroyed (use 90% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><em>(Ave. value = $ _____________)</em></td>
<td>Major (use 60% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Minor (use 20% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Affected Habitable (use 10% of ave.)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><strong>High-cost homes</strong></td>
<td>Destroyed (use 90% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><em>(Ave. value = $ _____________)</em></td>
<td>Major (use 60% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Minor (use 20% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Affected Habitable (use 10% of ave.)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><strong>Low-cost apartments</strong></td>
<td>Destroyed (use 90% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><em>(Ave. value = $ _____________)</em></td>
<td>Major (use 60% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Minor (use 20% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Affected Habitable (use 10% of ave.)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><strong>Medium-cost apartments</strong></td>
<td>Destroyed (use 90% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td><em>(Ave. value = $ _____________)</em></td>
<td>Major (use 60% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Minor (use 20% of ave. cost)</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Affected Habitable (use 10% of ave.)</td>
<td>#</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTALS**

| Destroyed | # |
| Major     | # |
| Minor     | # |
| Affected Habitable | # |

| Dollar Estimate Grand Total | $ |
This page left blank intentionally
### Initial Damage Assessment (IDA) Summary Report Form

**Oregon Emergency Management**

Complete green areas of form  

<table>
<thead>
<tr>
<th>JURISDICTION:</th>
<th>NAME OF REPORTING OFFICIAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY:</td>
<td></td>
</tr>
<tr>
<td>EMAIL:</td>
<td>TITLE:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>FAX:</td>
</tr>
</tbody>
</table>

**DATE - TIME OF THIS REPORT:**

**EOC ACTIVATED:**

**EOC CLOSED:**

**LOCAL EMERGENCY DECLARED:**

**DATE - TIME OF START OF EVENT:**

**TYPE OF EMERGENCY:**

**DESCRIPTION OF GEOGRAPHIC BOUNDARIES (and attach map, if possible):**

**DEATHS:**

**INJURIES:**

**POP.STILL AT RISK:**

**CURRENT SITUATION AND EXISTING CONDITIONS:**

**IMPACTS OF THE DISASTER TO THE JURISDICTION:**
<table>
<thead>
<tr>
<th><strong>IDENTIFY/DESCRIBE CONDITIONS THAT CONSTITUTE A HEALTH/SAFETY HAZARD TO THE GENERAL PUBLIC:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DESCRIBE THE POPULATION ADVERSELY AFFECTED DIRECTLY OR INDIRECTLY BY THE LOSS OF PUBLIC FACILITIES OR DAMAGES:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WHAT ECONOMIC ACTIVITIES ARE ADVERSELY AFFECTED BY THE LOSS OF PUBLIC FACILITIES OR DAMAGE?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACTIONS TAKEN / RESOURCES COMMITTED:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ASSISTANCE REQUESTED:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

6/11/2009 13:08
<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>NAME OF REPORTING OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY:</td>
<td>TITLE:</td>
</tr>
<tr>
<td>EMAIL:</td>
<td>FAX:</td>
</tr>
</tbody>
</table>

Complete green areas of form below

**HOUSING COSTS & LOSS**

| Destroyed: | $0 |
| Major damage: |   |
| Minor damage: |   |
| Affected habitable: |   |
| "Second" homes: |   |
| Personal property (not included above): |   |

Cost & loss estimate for housing: 0 $0

**BUSINESS COSTS & LOSS**

| Destroyed: | $0 |
| Major damage: |   |
| Minor damage: |   |
| Business interrupted: |   |

Cost & loss estimate for business: 0 $0

**PRIVATE NONPROFIT COSTS & LOSS**

| Destroyed: | $0 |
| Major damage: |   |
| Minor damage: |   |
| Service interrupted: |   |

Cost & loss estimate for PNPs: 0 $0

**AGRICULTURE COSTS & LOSS**

| Crop loss (acres/$$: | $0 |
| Equipment lost/damaged: |   |
| Livestock lost: |   |
| Out-buildings damaged: |   |

Cost estimate for agriculture: $0

**INFRASTRUCTURE**

| CITY(IES) COSTS & LOSS | $0 |
| Debris removal: |   |
| Protective measures: |   |
| Transportation system damage: |   |
| Federal Aid System (FAS) |   |
| non-Federal Aid System |   |
| Water control facilities: |   |
| Public buildings / equipment: |   |
| Insured |   |
| Uninsured |   |
| Public utility systems: |   |
| Parks and other: |   |

Cost & loss estimate for city(ies): 0 $0

IDA Cost Summary page 1/2
<table>
<thead>
<tr>
<th>SPECIAL DISTRICTS COSTS &amp; LOSS</th>
<th>#</th>
<th>$$s</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Debris removal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Protective measures:</td>
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<td>C. Transportation system damage:</td>
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Cost & loss estimate for special district(s): 0 $0

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Cost & loss estimate for state facilities: 0 $0

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Cost & loss estimate for county facilities: 0 $0

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</table>

Jurisdiction total for all infrastructure: 0 $0

Grand total of housing, business, pnp, agriculture, infrastructure: Sites 0 $0

COUNTY TRANSMITS TO: OREGON EMERGENCY MANAGEMENT

EMAIL: oes_staff@state.or.us
FAX: 503-588-1378 (24 hours)
TELEPHONE: 1-800-452-0311 (24 hours)
AMATEUR RADIO PACKET: W7OEM@W7OEM.or.usa.noam (call sign W7OEM) 3.993.5 & 7.228 (hf)

6/11/09 13:08  IDA Cost Summary page 2/2

IDA Cost Summary - September 2007

B-24
INSTRUCTIONS FOR THE INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

GENERAL INFORMATION

Above all else, remember that the Initial Damage Assessment (IDA) Summary Report is an estimate. While accuracy is desirable, with this report give an edge to speed over accuracy.

Only those lines on the form which are not self-explanatory are further described in these instructions.

Counties should include in their IDA Summary Report to OEM damage and costs associated with the event throughout the county. Depending on how your county damage assessment method is established, this may include collecting IDA Summary Reports from the cities and special districts within the county, and summarizing their reports into one countywide report. State agency costs associated with the event, and the costs associated with repairs to damaged state facilities within your jurisdiction should also be included in the county report.

IMPACTS TAB

Name of reporting official is the name of the person filing the report. Her or his title goes on the line below. Next to "EOC activated:" note the date and time the EOC was first activated for this event. If the EOC has been closed, please note this as well on the next line. Next to the line "pop. still at risk," please estimate the number of people whose safety, health, and well-being are still at risk due to the emergency.

Please supplement this form, as needed, with additional information which further describes the situation, including maps, charts, field damage assessment forms, etc.

COST SUMMARY TAB

Housing

To the extent that it is made known, or can be effectively assessed, include the total estimated costs associated with damage to housing, whether insured or not insured. In the "comments" column, estimate the percentage of insurance in place for the losses which have been experienced, but do not expend great effort in attempting to establish insurance coverage during an initial damage assessment. These details can be collected later, if needed.

[Note: There is an exception which may require an effort to more accurately estimate insurance coverage in-place; "small disasters" may require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead an SBA "damage survey."]

Determine the number of homes with minor and major damage, and the number destroyed. "Major" damage indicates those homes which are not habitable without costly or delayed repair. "Minor" damage refers to homes that are habitable with minor repair or clean-up. Include in the dollar cost estimates both repairs and clean-up. "Affected habitable" are homes which are not actually damaged and are habitable, but are affected in some way (for example: loss of potable water, loss of access road or bridge, etc.).

All "second" homes (vacation homes), no matter how affected, should be shown next to the line "second homes." Generally, potential disaster assistance programs do not apply to second homes.

Do not specifically seek personal property (contents) information, but where it is given, it may be included. If it is included with the dollar estimate assigned to "destroyed," "major," "minor," or "affected habitable," this is acceptable for the purposes of an initial damage assessment. If it is given as a separate amount, include this amount next to the line "personal property (not included above)." but try to avoid double-counting the house under the "#" column (i.e.: count the personal property under "#" only if not already included in an above category).
Include rental units in the assessment and note as such under "comments." Please note that rental homes should also be included as a "businesses" under that category.

The Local Emergency Program Manager may wish to solicit information about losses through appropriate press releases and telephone banks (see Collecting Initial Damage Assessment Data by Telephone Bank).

Keep a list of affected homeowners and how they can be reached.

**Business**

The process of collecting and analyzing information needed for businesses is different than that needed for housing, in large part because potential assistance programs have different criteria. Ideally, the IDA Summary Report should consider the total estimated disaster-related costs to businesses and whether or not these costs are insured.

Determine the number of businesses with minor and major damage, and the number destroyed. In the case of businesses, "destroyed" should be assigned to those businesses with 80% or greater uninsured losses, and "major" to businesses with greater than 40% uninsured losses due to physical damage. Businesses with lower percentages of uninsured physical damage should be assigned as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, report on your estimate of the overall percentage of insurance in place for the losses which have been experienced. Like the housing category, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be.

Next to the line "business interrupted," show summary information on businesses which are not damaged, but are unable to operate because of the emergency conditions. If known, loss of business and increased operating expenses should be included under this category. Like above, in the "comments" column, estimate any insurance which is in place for interruption of business due to the disaster conditions. Make appropriate clarifying comments.

Consider trying to solicit information about losses through appropriate press releases and telephone banks (see Collecting Initial Damage Assessment Data by Telephone Bank). Assistance may also be obtained through local groups such as the chamber of commerce.

Keep a list of affected business people and how they can be reached.

**Private nonprofits (PNPs)**

Generally, for the purposes of initial damage assessment, private nonprofits (PNPs) should be treated similar to businesses because the potential assistance programs for the vast majority of PNPs are similar to those for businesses.

There are, however, a few exceptions. The most common ones are PNPs which offer their services to the general public, and meet the following categories: educational, utility, emergency service or facility including medical facilities, custodial care, museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, and rehabilitation facilities. PNPs meeting these specific categories should be shown under "infrastructure" on the IDA Summary Report (not under private nonprofit). This is due to the fact that they may be eligible for infrastructure assistance if there is a Presidential major disaster declaration.

Technically, PNPs are not special service districts, but PNPs meeting the specific categories listed in the previous paragraph should be included with the special districts for the purposes of the IDA Summary Report. For example, PNP utilities (usually called "co-ops") should be included under "infrastructure, special districts, category ‘F.’"
For all other PNPs, determine the number with minor and major damage, and the number destroyed. In the case of PNPs, "destroyed" should be assigned to those PNPs with 80% or greater uninsured losses, and "major" to PNPs with greater than 40% uninsured losses due to physical damage. PNPs with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, estimate an overall percentage of insurance in place for the losses which have occurred. Like the housing and business categories, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be.

Next to the line "service interrupted," show summary information on PNPs which are not damaged, but are unable to operate because of the emergency conditions. If known, loss of service and increased operating expenses should be included under this category. Make appropriate clarifying comments.

Like the previous categories, one may be able to obtain the needed information about losses through press releases and telephone banks. Keep a list of affected PNP points-of-contact and how they can be reached.

**Agriculture**

Assessment of agricultural losses is usually led by the USDA County Emergency Board (CEB), which is typically comprised of county extension agents, soil and water conservation district representatives, and representatives of the Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA).

Estimate the acres and dollars associated with crop loss; include with this figure the costs for replanting (if appropriate), reduced production due to the emergency, and the removal of debris from farm land. In the comments column next to crop loss, note the types of crops on those acres. When appropriate and factually defensible, projected crop losses may be included. Please do not include a dollar amount for soil lost to erosion; while loss of productive soil is tragic, and while dollar equivalents probably could be developed, they should not be reflected on the IDA Summary Report.

Where it is known that damages will be covered by insurance, do not include this amount under dollar loss estimate. Do not expend great effort in attempting to establish insurance coverage during an initial damage assessment; these details can be collected later, if needed.

Keep a list of affected farmers and how they can be reached.

**Infrastructure**

Note the number of sites and cost associated with the jurisdiction's efforts at debris clearance, and with measures taken to protect lives and property.

Note the number of sites and dollar estimates associated with transportation system damage (roads, bridges, etc.). Separate this information into those sites on the Federal Aid System (FAS), and those off the System (non-FAS).

Note the number of sites and estimated dollar costs associated with damage to water control facilities, public buildings and equipment, public utility systems, parks, etc. For public buildings and equipment, divide losses into insured/uninsured categories.

Please include the costs for special service districts and state facilities located within your jurisdiction, but do not include damage to federal facilities under infrastructure. The category "county facilities costs & loss" refers only to county facilities and county costs. The cumulative totals for all infrastructure within a county should be calculated under "totals - all governments," and a grand total estimate for the infrastructure category shown just above the double line.
Estimated total cost & loss

Add the estimated total dollar cost and loss figures from housing, business, PNP, agriculture, and infrastructure. Put the sum to the right of “Estimated Total Cost & Loss.” Do not include the “#” fields under agriculture in this total.

Transmittal

The IDA Summary Report should be submitted to Oregon Emergency Management in the format shown via fax, email, or PACKET amateur radio. Please call OEM by telephone or radio prior to sending the form.

Maintain a copy of the report for your files.

Updates

Updates should be provided to OEM as they become available. Updates should show cumulative figures.
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<th>Names</th>
<th>Geographic Area</th>
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PREPARED BY: ______________________
## JOINT PRELIMINARY DAMAGE ASSESSMENT

### INDIVIDUAL ASSISTANCE FIELD FORM

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<th>STATUS</th>
<th>EXTENT OF DAMAGE</th>
<th>ESTIMATED VALUE</th>
<th>HEAT SOURCE</th>
<th>INSURANCE</th>
<th>BUSINESS</th>
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**TOTALS**

Adapted from FEMA Form 76-39, JUN 84
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<th>No. of Sites</th>
<th>Cat</th>
<th>Location (use map location, address, etc.)</th>
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### Part II - Cost Estimate - Summary (Complete Site Estimate Before Summarizing Below)

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<th>NO. OF SITES</th>
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</tr>
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<td>C</td>
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<td>Roads &amp; Bridges</td>
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### Part III - Disaster Impacts (Use Separate Sheets If Necessary)

**A. General Impact**
1. Identify and describe damages which constitute a health and/or safety hazard to the general public.

2. Population adversely affected directly or indirectly by the loss of public facilities or damages.

3. What economic activities are adversely affected by the loss of public facilities or damage?

**B. Response Capability:** Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.

**C. Impact on Public Services If Declaration Is Not Made:** e.g. Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.
# PDA SUMMARY OF DAMAGES FOR POTENTIAL SUBGRANTEE

## Public Entity/Potential Subgrantee Information

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<th>Public Entity/Potential Subgrantee</th>
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## Site Estimated Summary

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| **Permanent Work**        |                                       |                      |               |                      |               |                  |            |
| C. Roads & Bridges        |                                       |                      |               |                      |               |                  |            |
| Sub-total                 | 0                                     | 0                    | 0             | 0                    | 0             | 0                | 0          |
| D. Water Control & Facilities |                                   |                      |               |                      |               |                  |            |
| Sub-total                 | 0                                     | 0                    | 0             | 0                    | 0             | 0                | 0          |
| E. Building & Equipment   |                                       |                      |               |                      |               |                  |            |
| Sub-total                 | 0                                     | 0                    | 0             | 0                    | 0             | 0                | 0          |
| F. Utilities              |                                       |                      |               |                      |               |                  |            |
| Sub-total                 | 0                                     | 0                    | 0             | 0                    | 0             | 0                | 0          |
| G. Parks & Other          |                                       |                      |               |                      |               |                  |            |
| Sub-total                 | 0                                     | 0                    | 0             | 0                    | 0             | 0                | 0          |

Permanent Work Sub-total 0 0 0 0 0 0 0

Emergency and Permanent Work Total 0 0 0 0 0 0 0
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7. Current Organization

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ICS 201  | Page 4
ICS Form 202

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# Organization Assignment List, ICS Form 203

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<td>AIR SUPPORT GROUP SUP.</td>
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Sample Incident Communications Plan, ICS Form 205

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### 30. Cooperating Agencies

### 31. Remarks

### 32. Prepared by
### 33. Approved by
### 34. Sent to:

Date  Time  By
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<thead>
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<td>NAME/ ID. NO.</td>
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<td>□ O/S MECHANICAL □ O/S MANNING</td>
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<td>_______ ETR (O/S= Out of Service)</td>
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# ICS Form 211

## INCIDENT CHECK-IN LIST

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<thead>
<tr>
<th>1. Incident Name</th>
<th>2. Check-In Location (complete all that apply)</th>
<th>3. Date/Time</th>
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<tbody>
<tr>
<td></td>
<td>□ Base  □ Camp  □ Staging Area  □ ICP Restat  □ Helibase</td>
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### Check one:
- □ Personnel  
- □ Handcrew  
- □ Misc.  
- □ Engines  
- □ Dozers  
- □ Helicopters  
- □ Aircraft

## Check-In Information

| 4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format: |
|--------|--------|------|------|------------|-------------------------|----------------------|------------------|----------------------|----------------|-------------------------|-------------|------------------|----------------------|------------------------|--------------------------|--------------------------|
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |
|        |        |      |      |            |                         |                      |                  |                      |                |                         |             |                  |                      |                        |                          |                          |

## Other

**Page ____ of ____**

**17. Prepared by (Name and Position) Use back for remarks or comments**
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<td>POSITION:</td>
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<td>TIME:</td>
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<th>3. Time Prepared</th>
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<td>5. Unit Leader (Name and Position)</td>
<td>6. Operational Period</td>
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### Personnel Roster Assigned

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### Activity Log

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**ICS Form 215**

**OPERATIONAL PLANNING WORKSHEET**

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<th>3. Operational Period (Date/Time)</th>
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<tr>
<th>4. Division/Group or Other Location</th>
<th>5. Work Assignments</th>
<th>Resource by Type (Show Strike Team as ST)</th>
<th>6. Reporting Location</th>
<th>7. Requested Arrival Time</th>
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9. Total Resources - Single

| Req | Have | Need |

9. Total Resources - Strike Teams

| Req | Have | Need |

Prepared by (Name and Position)
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## Incident Action Plan Safety & Risk Analysis Form, ICS 215A

<table>
<thead>
<tr>
<th>INCIDENT ACTION PLAN SAFETY ANALYSIS</th>
<th>1. Incident Name</th>
<th>2. Date</th>
<th>3. Time</th>
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<tbody>
<tr>
<td>Division or Group</td>
<td>Potential Hazards</td>
<td>Mitigations (e.g., PPE, buddy system, escape routes)</td>
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<tr>
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<td>Type of Hazard:</td>
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Prepared by (Name and Position)
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<th>1. Incident Name</th>
<th>2. Date</th>
<th>3. Time</th>
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<tr>
<td><strong>7. Tactical Frequency</strong></td>
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</table>

| **8. Division/Group** | **Division/Group** | **Division/Group** | **Division/Group** |
| **Agency** | **Agency** | **Agency** | **Agency** |

|-----------|--------|--------------------|--------|--------|--------------------|--------|--------|--------------------|--------|--------|--------------------|

10. Prepared by (Name and Position)
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<tr>
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<th>Buses</th>
<th>Engines</th>
<th>Lowboys</th>
<th>Other</th>
<th>Pickups/Sedans</th>
<th>Tenders</th>
<th>Other</th>
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<tbody>
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<th>Vehicle Make</th>
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<th>Agency/Owner</th>
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<th>Location</th>
<th>Release Time</th>
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</table>

5. Prepared by (Ground Support Unit)
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| AGENCY | ST | KIND | TYPE | I.D. NO. | ORDER/REQUEST NO. | DATE/TIME CHECK IN
|--------|----|------|-------|----------|-------------------|-------------------
|        |    |      |       |          | HOME BASE         | DEPARTURE POINT   |
|        |    |      |       |          | LEADER NAME       | CREW ID NO./NAME  |
|        |    |      |       |          |                   |                  |
|        |    |      |       |          |                  |                  |
|        |    |      |       |          |                  |                  |
|        |    |      |       |          |                  |                  |
|        |    |      |       |          |                  |                  |

| AGENCY | TF | KIND | TYPE | I.D. NO./NAME | INCIDENT LOCATION | TIME
|--------|----|------|-------|--------------|--------------------|-------------------
|        |    |      |       |              | STATUS             |                  |
|        |    |      |       |              | □ ASSIGNED         | □ O/S REST        |
|        |    |      |       |              | □ AVAILABLE        | □ O/S PERS.       |
|        |    |      |       |              | □ O/S MECH         |                  |
|        |    |      |       |              | □ ETR              |                  |
|        |    |      |       |              | NOTE               |                  |

| AGENCY | TF | KIND | TYPE | I.D. NO./NAME | INCIDENT LOCATION | TIME
|--------|----|------|-------|--------------|--------------------|-------------------
|        |    |      |       |              | STATUS             |                  |
|        |    |      |       |              | □ ASSIGNED         | □ O/S REST        |
|        |    |      |       |              | □ AVAILABLE        | □ O/S PERS.       |
|        |    |      |       |              | □ O/S MECH         |                  |
|        |    |      |       |              | □ ETR              |                  |
|        |    |      |       |              | NOTE               |                  |

|        |    |      |       |          | INCIDENT LOCATION | TIME
|        |    |      |       |          | STATUS             |                  |
|        |    |      |       |          | □ ASSIGNED         | □ O/S REST        |
|        |    |      |       |          | □ AVAILABLE        | □ O/S PERS.       |
|        |    |      |       |          | □ O/S MECH         |                  |
|        |    |      |       |          | □ ETR              |                  |
|        |    |      |       |          | NOTE               |                  |

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ICS 219-2 (Rev. 4/82) CREW NFES 1344

*U.S. GPO: 1990-794-001
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**BLUE CARD STOCK (HELICOPTER)**

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| INCIDENT LOCATION | TIME |

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| INCIDENT LOCATION | TIME |

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| INCIDENT LOCATION | TIME |

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*U.S. GPO: 1988-594-771  NFES 1346*
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ICS 219.6 (4/92) AIRCRAFT

NFES 1348

*U.S. GPO: 695-162-1996  NFES 1348
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<table>
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<tr>
<th>ORDER/REQUEST NO.</th>
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<td>DESTINATION POINT</td>
<td>ETA</td>
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<td>REMARKS</td>
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<td>NOTE</td>
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<td>O/S PERS.</td>
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<td>NOTE</td>
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<td>INCIDENT LOCATION</td>
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<td>O/S PERS.</td>
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<td>NOTE</td>
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</table>
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### AIR OPERATIONS SUMMARY

<table>
<thead>
<tr>
<th>1. Incident Name</th>
<th>Helibases</th>
<th>Fixed Wing Bases</th>
</tr>
</thead>
</table>

#### 4. Personnel and Communications
- Air Operations Director
- Air Attack Supervisor
- Helicopter Coordinator
- Air Tanker Coordinator

#### 5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)

#### 6. Location/Function
#### 7. Assignment
#### 8. Fixed Wing
- No. | Type | Available | Commence |
#### 9. Helicopters
- No. | Type | Available | Commence |

#### 10. Time
#### 11. Aircraft Assigned
#### 12. Operating Base

| 13. Totals |


#### 15. Prepared by (include Date and Time)
## DEMOBILIZATION CHECKOUT

<table>
<thead>
<tr>
<th>1. INCIDENT NAME/NUMBER</th>
<th>2. DATE/TIME</th>
<th>3. DEMOB NO.</th>
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<tbody>
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<table>
<thead>
<tr>
<th>4. UNIT/PERSONNEL RELEASED</th>
<th>5. TRANSPORTATION TYPE/NO.</th>
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<table>
<thead>
<tr>
<th>6. ACTUAL RELEASE DATE/TIME</th>
<th>7. MANIFEST YES NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUMBER</td>
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<table>
<thead>
<tr>
<th>8. DESTINATION</th>
<th>9. AREA/AGENCY/REGION NOTIFIED</th>
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<td>NAME</td>
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<table>
<thead>
<tr>
<th>10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### UNIT/PERSONNEL

**YOU AND YOUR RESOURCES HAVE BEEN RELEASED SUBJECT TO SIGNOFF FROM THE FOLLOWING:**

**LOGISTICS SECTION**
- [ ] SUPPLY UNIT
- [ ] COMMUNICATIONS UNIT
- [ ] FACILITIES UNIT
- [ ] GROUND SUPPORT UNIT LEADER

**PLANNING SECTION**
- [ ] DOCUMENTATION UNIT

**FINANCE/ADMINISTRATION SECTION**
- [ ] TIME UNIT

**OTHER**
- [ ]
- [ ]

### REMARKS

____________________________________________________________________________________

____________________________________________________________________________________

<table>
<thead>
<tr>
<th>221</th>
<th>ICS 1/83</th>
</tr>
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</table>

NFES 1353

INSTRUCTIONS ON BACK
Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Incident Name/No.</td>
<td>Enter Name and/or Number of Incident.</td>
</tr>
<tr>
<td>2.</td>
<td>Date &amp; Time</td>
<td>Enter Date and Time prepared.</td>
</tr>
<tr>
<td>3.</td>
<td>Demob. No.</td>
<td>Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.</td>
</tr>
<tr>
<td>4.</td>
<td>Unit/Personnel Released</td>
<td>Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader’s name or individual overhead or staff personnel being released.</td>
</tr>
<tr>
<td>5.</td>
<td>Transportation</td>
<td>Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. <em>Additional specific details should be included in Remarks, block # 12.</em></td>
</tr>
<tr>
<td>6.</td>
<td>Actual Release Date/Time</td>
<td>To be completed at conclusion of Demob at time of actual release from incident. <em>Would normally be last item of form to be completed.</em></td>
</tr>
<tr>
<td>7.</td>
<td>Manifest</td>
<td>Mark appropriate box. If yes, enter manifest number. <em>Some agencies require a manifest for air travel.</em></td>
</tr>
<tr>
<td>8.</td>
<td>Destination</td>
<td>Enter the location to which Unit or personnel have been released. <em>i.e. Area, Region, Home Base, Airport, Mobilization Center, etc.</em></td>
</tr>
<tr>
<td>9.</td>
<td>Area/Agency/Region Notified</td>
<td>Identify the Area, Agency, or Region notified and enter date and time of notification.</td>
</tr>
<tr>
<td>10.</td>
<td>Unit Leader Responsible for Collecting Performance Ratings</td>
<td>Self-explanatory. <em>Not all agencies require these ratings.</em></td>
</tr>
<tr>
<td>11.</td>
<td>Resource Supervision</td>
<td>Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check, (unit requirements as needed), i.e. Safety Officer, Agency Rep., etc.</td>
</tr>
<tr>
<td>12.</td>
<td>Remarks</td>
<td>Any additional information pertaining to demob or release.</td>
</tr>
<tr>
<td>13.</td>
<td>Prepared by</td>
<td>Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.</td>
</tr>
</tbody>
</table>
**INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT**
*(ICS FORM 221)*

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Incident Name/No.</td>
<td>Print Name and/or Number of incident.</td>
</tr>
<tr>
<td>2.</td>
<td>Date/Time</td>
<td>Enter Date and Time prepared.</td>
</tr>
<tr>
<td>3.</td>
<td>Demob No.</td>
<td>Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.</td>
</tr>
<tr>
<td>4.</td>
<td>Unit/Personnel Released</td>
<td>Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual overhead or staff personnel being released.</td>
</tr>
<tr>
<td>5.</td>
<td>Transportation Type/No.</td>
<td>Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block #12.</td>
</tr>
<tr>
<td>6.</td>
<td>Actual Release Date/time</td>
<td>To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.</td>
</tr>
<tr>
<td>7.</td>
<td>Manifest</td>
<td>Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.</td>
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<td>Location to which Unit or personnel have been released, i.e., Area, Region, Home base, Airport, Mobilization Center, etc.</td>
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<td>9.</td>
<td>Area/Agency/Region Notified</td>
<td>Identify Area, Agency, or Region notified and enter date &amp; time of notification.</td>
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<td>10.</td>
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<td>Self-explanatory. Note, not all agencies require these ratings.</td>
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<tr>
<td>11.</td>
<td>Unit/Personnel</td>
<td>Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Representative, etc.</td>
</tr>
<tr>
<td>12.</td>
<td>Remarks</td>
<td>Any additional information pertaining to demobilization or release.</td>
</tr>
</tbody>
</table>

*GPO 1985-0-593-005/14032*
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## INDIVIDUAL PERFORMANCE RATING

**INSTRUCTIONS:** The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>2. INCIDENT NAME AND NUMBER</th>
<th>START DATE OF INCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. HOME UNIT ADDRESS</td>
<td>4. INCIDENT AGENCY AND ADDRESS</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>5. POSITION HELD ON INCIDENT</th>
<th>6. TRAINEE POSITION</th>
<th>7. INCIDENT COMPLEXITY</th>
<th>8. DATE OF ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ YES</td>
<td>□ NO</td>
<td>□ I</td>
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</tbody>
</table>

9. List the main duties from the Position Checklist, on which the position will be rated.

Enter X under the appropriate column indicating the individuals level of performance for each duty listed.

<table>
<thead>
<tr>
<th>PERFORMANCE LEVEL</th>
<th>Did not apply on this incident</th>
<th>Unacceptable</th>
<th>Need to Improve</th>
<th>Fully Successful</th>
<th>Exceeds Successful</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPLAIN IN REMARKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

10. **REMARKS**

11. **THIS RATING HAS BEEN DISCUSSED WITH ME** (Signature of individual being rated.)

12. **DATE**

13. **RATED BY** (Signature)

14. **HOME UNIT**

15. **POSITION HELD ON THIS INCIDENT**

16. **DATE**

---


**NFES 2074**

**ICS FORM 228 (6/89)**

**B-89**
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<table>
<thead>
<tr>
<th>RESOURCE ORDER</th>
<th>INITIAL DATE/TIME</th>
<th>2. INCIDENT/PROJECT NAME</th>
<th>3. INCIDENT /PROJECT ORDER NUMBER</th>
<th>4. OFFICE REFERENCE NUMBER</th>
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<tbody>
<tr>
<td>INCIDENT/PROJECT ORDER NUMBER</td>
<td>5. DESCRIPTIVE LOCATION/RESPONSE AREA</td>
<td>6. SEC.</td>
<td>TWN</td>
<td>RNG</td>
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<td>11. AIRCRAFT INFORMATION</td>
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<td>LONG.</td>
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<td>BEARING</td>
<td>DISTANCE</td>
<td>BASE OR OMNI</td>
<td>AIR CONTACT</td>
<td>FREQUENCY</td>
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<td>Needed Date/Time</td>
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<td>13. ORDER RELAYED</td>
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<td>NFES2203 (7/87)</td>
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<td>RESOURCE ORDER</td>
<td>INITIAL DATE/TIME</td>
<td>PROJECT NAME</td>
<td>PROJECT ORDER NUMBER</td>
<td>OFFICE REFERENCE NUMBER</td>
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<tr>
<td>Personnel</td>
<td>04-05-03</td>
<td>Mormon Cricket #1</td>
<td>10-03-E6-1234</td>
<td>USDA-APHIS-14</td>
</tr>
</tbody>
</table>

### 5. DESCRIPTIVE LOCATION/RESPONSE AREA

- **Southern Elmore County**

### 6. SEC. TWN RNG Base MDM

### 8. INCIDENT BASE/PHONE NUMBER

- **208-123-4567**

### 9. JURISDICTION/AGENCY

- **ID - Dept. of Ag.**

### 10. ORDERING OFFICE

- **ID - Dept. of Ag.**

### 11. AIRCRAFT INFORMATION

<table>
<thead>
<tr>
<th>Bearing</th>
<th>Distance</th>
<th>Base or Omni</th>
<th>AIR Contact</th>
<th>FREQUENCY</th>
<th>Ground Contact</th>
<th>FREQUENCY</th>
<th>RELOAD BASE</th>
<th>OTHER AIRCRAFT/HAZARDS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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### 12. RESOURCE ORDER

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>QTY</th>
<th>RESOURCE REQUESTED</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>To/From</th>
<th>Time</th>
<th>Agency ID</th>
<th>RESOURCE ASSIGNED</th>
<th>ETD/ETA</th>
<th>RELEASED Date/Time</th>
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<tbody>
<tr>
<td>0-1</td>
<td>04/05 1000</td>
<td>1</td>
<td>Entomologist</td>
<td>04-07 1200</td>
<td>see action</td>
<td>T. Pole/ C. Davis</td>
<td>1030</td>
<td>PPQ 05</td>
<td>Bill Paxton</td>
<td></td>
<td></td>
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<td>see action</td>
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<td>1030</td>
<td>PPQ 06</td>
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<tr>
<td>0-3</td>
<td>04/06 1300</td>
<td>1</td>
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<td>04-08 0800</td>
<td>ICP</td>
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<td>Brent Woods</td>
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</table>

### 13. ORDER RELAYED

<table>
<thead>
<tr>
<th>Req. No.</th>
<th>Date</th>
<th>Time</th>
<th>To/From</th>
<th>ACTION TAKEN</th>
<th>ORDER RELAYED</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
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<td>04/05</td>
<td>1030</td>
<td>T. Pole/ C. Davis</td>
<td>Request filled. ETA 04-07</td>
<td>1030 UA 235 departs LAX</td>
<td>Will be met in BOI by Kelly</td>
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Emergency Operations Center Position Checklists
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EOC Position Checklists: Document
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Communication Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Task

1. Obtain briefing from the Logistics Section Chief or Service Branch Director.

2. Organize and staff Unit as appropriate:
   - Assign Communications Center Manager and Lead Incident Dispatcher.
   - Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.

3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.

4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.

5. Assess Incident Command Post phone load and request additional lines as needed.

6. Prepare and implement Incident Communications Plan (ICS Form 205):
   - Obtain current organizational chart.
   - Determine most hazardous tactical activity; ensure adequate communications.
   - Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
   - Determine Command communications needs.
   - Determine support communications needs.
   - Establish and post any specific procedures for use of Incident Command Post communications equipment.
7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.
- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for incoming calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.

- **Do not publicize OUTGOING call lines.**

8. Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.

9. Ensure radio and telephone logs are available and being used.

10. Determine need and research availability of additional nets and systems:

- Order through Supply Unit after approval by Section Chief.
- Federal systems:
  - Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.


12. Establish and maintain communications equipment accountability system.

13. Provide technical information, as required, on:

- Adequacy of communications system currently in use.
- Geographic limitation on communications equipment.
- Equipment capabilities.
- Amount and types of equipment available.
- Anticipated problems in the use of communications equipment.
14. Estimate Unit needs for expected operations; order relief personnel.

15. Provide briefing to relief on current activities and unusual situations.

16. Document all activity on Unit Log (ICS Form 214).
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Compensation/Claims Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Finance/Administration Section Chief:
   - Determine accidents/injuries to date.
   - Determine status of investigations.

2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

3. Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

4. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

5. Ensure that volunteer personnel have been appropriately registered.


7. Ensure correct billing forms for transmittal to doctor and/or hospital.

8. Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

9. Coordinate with Safety Officer to:
   - Provide liaison with Occupational Safety and Health Administration (OSHA).
   - Provide analysis of injuries.
   - Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

10. Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

11. Provide briefing to relief on current activities and unusual events

12. Document all activity on Unit Log (ICS Form 214).

10/26/06
Compensation/Claims Unit Leader Position Checklist

Claims Specialist:

1. Work closely with Operations and Planning for information from the field.

2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.

3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).

4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

Compensation for Injury Specialist:

1. Determine accidents/injuries to date.

2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.

3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.

4. Work with local agency representatives to find treatment options for injuries.

5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.


8. Maintain log of all injuries occurring on incident.

9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).
Cost Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Finance/Administration Section Chief:
   - Determine reporting time-lines.
   - Determine standard and special reports required.
   - Determine desired report format.

2. Obtain and record all cost data:
   - Agency Equipment costs.
   - Contract or mutual aid equipment costs.
   - Contract or mutual aid personnel costs.
   - Damage to facilities, infrastructure, equipment or vehicles.
   - Supplies.
   - Food.
   - Facility rental.

3. Identify in reports all equipment/personnel requiring payment.

4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.

5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

6. Prepare resources use cost estimates for Planning:
   - Make sure estimates are updated with actual costs as they become available.
   - Make sure information is provided to Planning according to Planning’s schedule.
7. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.

8. Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity’s agency or contractor, pay premiums (overtime/hazard). These records should reflect:
   - Agency, contract, and/or mutual aid equipment costs.
   - Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).
   - Contract or mutual aid equipment costs.
   - Contract or mutual aid personnel costs.
   - Damage to agency facilities, infrastructure, equipment or vehicles.
   - Supplies.
   - Food.
   - Facility rental.

9. Ensure that all cost documents are accurately prepared.

10. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

11. Provide briefing to relief on current activity and unusual events.

12. Document all activity on Unit Log (ICS Form 214).
Demobilization Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Planning Section Chief:
   - Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:
   - Resource tracking system.
   - Check-in forms.
   - Master resource list.

3. Meet with agency representatives to determine:
   - Agencies not requiring formal demobilization.
   - Personnel rest and safety needs.
   - Coordination procedures with cooperating-assisting agencies.

4. Assess the current and projected resource needs of the Operations Section.

5. Obtain identification of surplus resources and probable release times.

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

8. Determine de-briefing requirements.

9. Establish communications links with off-incident organizations and facilities.
**Demobilization Unit Leader Position Checklist**

10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.
- Responsibilities - Specific implementation responsibilities and activities.
- Release Priorities - According to agency and kind and type of resource.
- Release Procedures - Detailed steps and process to be followed.
- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
  - Public Information.
  - Finance/Administration.
  - Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
  - Incident activity and work load are at the level the agency can reasonably assume.
  - Incident is controlled.
  - On-scene personnel are released except for those needed for final tactical assignments.
  - Incident Base is reduced or in the process of being shut down.
  - Planning Section has organized final incident package.
  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
  - Rehabilitation/cleanup accomplished or contracted.
  - Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

13. Monitor implementation of Demobilization Plan (ICS Form 221).
Demobilization Unit Leader Position Checklist


15. Provide briefing to relief on current activities and unusual events.

16. Document all activity on Unit Log (ICS Form 214).

17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.
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Documentation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Planning Section Chief.
2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
3. Establish work area:
   - Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.
4. Establish and organize incident files.
5. Establish duplication services, and respond to requests.
6. Determine number needed and duplicate Incident Action Plan (IAP) accordingly.
7. Retain and file duplicate copies of official forms and reports.
8. Accept and file reports and forms submitted by incident personnel.
9. Check the accuracy and completeness of records submitted for files.
10. Ensure that legal restrictions on public and exempt records are observed.
11. Provide briefing to relief on current activities and unusual events.
12. Document all activity on Unit Log (ICS Form 214).
13. Give completed incident files to Planning Section Chief.
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Facilities Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Logistics Section Chief or Support Branch Director:
   - Expected duration and scope of the incident.
   - Facilities already activated.
   - Anticipated facility needs.

2. Obtain a copy of the Incident Action Plan (IAP) and determine:
   - Location of Incident Command Post.
   - Staging Areas.
   - Incident Base.
   - Supply/Receiving/Distribution Centers.
   - Information/Media Briefing Center.
   - Other incident facilities.

3. Determine requirements for each facility to be established:
   - Sanitation.
   - Sleeping.
   - Feeding.
   - Supply area.
   - Medical support.
   - Communications needs.
   - Security needs.
   - Lighting.
Facilities Unit Leader Position Checklist

4. In cooperation with other incident staff, determine the following requirements for each facility:
   - Needed space.
   - Specific location.
   - Access.
   - Parking.
   - Security.
   - Safety.

5. Plan facility layouts in accordance with above requirements.

6. Coordinate negotiation for rental office or storage space:
   - < 60 days - Coordinate with Procurement Unit.
   - > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

7. Video or photograph rental office or storage space prior to taking occupancy.

8. Document all activity on Unit Log (ICS Form 214).
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

### Task

1. Obtain briefing from Incident Commander:
   - Incident objectives.
   - Participating/coordinating agencies.
   - Anticipated duration/complexity of incident.
   - Determine any political considerations.
   - Obtain the names of any agency contacts the Incident Commander knows about.
   - Possibility of cost sharing.
   - Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.

2. Obtain briefing from agency administrator:
   - Determine level of fiscal process required.
   - Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
   - Assess potential for legal claims arising out of incident activities.
   - Identify applicable financial guidelines and policies, constraints and limitations.
Finance/Administration Section Chief Position Checklist

3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for establishing charge codes.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?
- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

4. Ensure all Sections and the Supply Unit are aware of charge code.

5. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.
## Sample Planning Meeting Agenda

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<thead>
<tr>
<th>Agenda Item</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>1 Briefing on situation/resource status.</td>
<td>Planning/Operations Section Chiefs</td>
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<tr>
<td>2 Discuss safety issues.</td>
<td>Safety Officer</td>
</tr>
<tr>
<td>3 Set/confirm incident objectives.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>4 Plot control lines &amp; Division boundaries.</td>
<td>Operations Section Chief</td>
</tr>
<tr>
<td>5 Specify tactics for each Division/Group.</td>
<td>Operations Section Chief</td>
</tr>
<tr>
<td>6 Specify resources needed for each Division/Group.</td>
<td>Operations/Planning Section Chiefs</td>
</tr>
<tr>
<td>7 Specify facilities and reporting locations.</td>
<td>Operations/Planning/Logistics Section Chiefs</td>
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<tr>
<td>8 Develop resource order.</td>
<td>Logistics Section Chief</td>
</tr>
<tr>
<td>9 Consider communications/medical/transportation plans.</td>
<td>Logistics/Planning Section Chiefs</td>
</tr>
<tr>
<td>10 Provide financial update.</td>
<td>Finance/Administration Section Chief</td>
</tr>
<tr>
<td>11 Discuss interagency liaison issues.</td>
<td>Liaison Officer</td>
</tr>
<tr>
<td>12 Discuss information issues.</td>
<td>Public Information Officer</td>
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<tr>
<td>13 Finalize/approve/implement plan.</td>
<td>Incident Commander/All</td>
</tr>
</tbody>
</table>

6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.
- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment – Planning Section.
- Daily incident status – Planning Section.
- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies – Supply Unit Leader and Procurement Unit Leader.
- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
- Use agreements – Procurement Unit Leader and local administrative personnel.
- What has been ordered? – Supply Unit Leader.
- Unassigned resources – Resource Unit Leader and Cost Unit Leader.
7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
   - Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
   - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
   - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:
   - Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
   - Distribute time-keeping forms to all Sections—ensure forms are being completed correctly.

12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

13. Assist Logistics in resource procurement:
   - Identify vendors for which open purchase orders or contracts must be established.
   - Negotiate ad hoc contracts.

14. Ensure coordination between Finance/Administration and other Command and General Staff.

15. Coordinate Finance/Administration demobilization.

16. Provide briefing to relief on current activities and unusual events.
17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.
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# Food Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>1. Obtain briefing from Logistics Section Chief or Service Branch Director:</td>
</tr>
<tr>
<td>▪ Determine potential duration of incident.</td>
</tr>
<tr>
<td>▪ Number and location of personnel to be fed.</td>
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<tr>
<td>▪ Last meal provided.</td>
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<tr>
<td>▪ Proposed time of next meal.</td>
</tr>
<tr>
<td>2. Determine food service requirements for planned and expected operations.</td>
</tr>
<tr>
<td>3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).</td>
</tr>
<tr>
<td>4. Determine location of working assignment.</td>
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<tr>
<td>5. Ensure sufficient potable water and beverages for all incident personnel.</td>
</tr>
<tr>
<td>6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.</td>
</tr>
<tr>
<td>7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.</td>
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<tr>
<td>8. Supervise administration of food service agreement, if applicable.</td>
</tr>
<tr>
<td>9. Provide copies of receipts, bills to Finance/Administration Section.</td>
</tr>
<tr>
<td>10. Let Supply Unit know when food orders are complete.</td>
</tr>
<tr>
<td>11. Provide briefing to relief on current activities and unusual situations.</td>
</tr>
<tr>
<td>12. Document all activity on Unit Log (ICS Form 214).</td>
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</table>
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Ground Support Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✅ Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:
   - Fueling needs of apparatus on incident.
   - Transportation needed for responders.
   - Location of Supply Unit receiving and distribution point(s).
   - Incident transportation maps and restrictions on transportation routes.
   - Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

2. Staff Unit by the above considerations, as indicated.

3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.

4. Support out-of-service resources according to agreement for mutual aid and rental equipment.

5. Notify Resources Unit of all changes on support and transportation vehicles.

6. Arrange for and activate towing, fueling, maintenance, and repair services.

7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

8. Maintain inventory of support and transportation vehicles.
9. Provide transportation services:
   - Review Incident Action Plan (IAP) for transportation requirements.
   - Review inventory for needed resources.
   - Request additional resources through Supply Unit. Give type, time needed, and reporting location.
   - Schedule use of support vehicles.
   - Document mileage, fuel consumption, and other costs.

10. Implement Transportation Plan:
    - Determine time-lines.
    - Identify types of services required.
    - Assign resources required to implement Transportation Plan.

11. Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.

12. Document all activity on Unit Log (ICS Form 214).
Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current Incident Commander and agency administrator.

4. Assess incident situation:
   - Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

5. Determine need for, establish, and participate in Unified Command.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:
   - Confirm dispatch and arrival times of activated resources.
   - Confirm work assignments.

8. Brief staff:
   - Identify incident objectives and any policy directives for the management of the incident.
   - Provide a summary of current organization.
   - Provide a review of current incident activities.
   - Determine the time and location of first Planning Meeting.

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration and delegation of authority.
11. Establish parameters for resource requests and releases:
   - Review requests for critical resources.
   - Confirm who has ordering authority within the organization.
   - Confirm those orders that require Command authorization.

12. Authorize release of information to the media:
   - If operating within a Unified Command, ensure all Incident Commanders approve release.

13. Establish level of planning to be accomplished:
   - Written Incident Action Plan (IAP).
   - Contingency planning.
   - Formal Planning Meeting.

14. Ensure Planning Meetings are conducted as indicated:

   **Sample Planning Meeting Agenda**

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15. Approve and authorize implementation of the IAP:
   - Review IAP for completeness and accuracy.
   - Verify that objectives are incorporated and prioritized.
   - Sign ICS Form 202.

16. Ensure Command and General Staff coordination:
   - Periodically check progress on assigned tasks of Command and General Staff personnel.
   - Approve necessary changes to strategic goals and IAP.
   - Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to declare state of emergency according to agency protocol.

18. Keep agency administrator informed on incident-related problems and progress.
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The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Incident Commander:
   - Obtain summary of incident organization (ICS Forms 201 and 203).
   - Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:
   - Contact person(s).
   - Radio frequencies.
   - Phone numbers.
   - Cooperative agreements.
   - Resource type.
   - Number of personnel.
   - Condition of personnel and equipment.
   - Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use—provide this information at planning meetings.

6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.
Liaison Officer Position Checklist

7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:
   - Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings:

   Sample Planning Meeting Agenda

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9. Document all activity on Unit Log (ICS Form 214).
Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

Task

1. Obtain briefing from Incident Commander:
   - Review situation and resource status for number of personnel assigned to incident.
   - Review current organization.
   - Determine which incident facilities have been/should be activated.

2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.

3. Confirm resource ordering process.

4. Assess adequacy of current Incident Communications Plan (ICS Form 205).

5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.

6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:
   - Provide summary of emergency situation.
   - Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.
Logistics Section Chief Position Checklist

8. Attend Planning Meetings:

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- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

11. Research availability of additional resources.

12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

13. Ensure coordination between Logistics and other Command and General Staff.

14. Ensure general welfare and safety of Section personnel.

10/26/06
15. Provide briefing to relief on current activities and unusual situations.

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.
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Medical Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

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<td>▪ Obtain information on any injuries that occurred during initial response operations.</td>
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<td>▪ Name and location of Safety Officer.</td>
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<td>2. Determine level of emergency medical activities performed prior to activation of Medical Unit:</td>
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<tr>
<td>▪ Number and location of aid stations.</td>
</tr>
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<td>▪ Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.</td>
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<td>▪ Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.</td>
</tr>
<tr>
<td>▪ Medical supplies needed.</td>
</tr>
<tr>
<td>3. Respond to requests for medical treatment and transportation.</td>
</tr>
<tr>
<td>4. Request/supervise ambulance support. Order through established Incident chain of command.</td>
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<td>5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section. Plan should include:</td>
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<td>▪ Triage Area.</td>
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<tr>
<td>▪ Ambulance Traffic Route.</td>
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<tr>
<td>▪ Landing Zone for Life flight (incident and hospital).</td>
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<td>▪ Aid Station Location(s).</td>
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<td>▪ Hazard specific information (HAZMAT treatment, etc.).</td>
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<td>▪ Closest hospitals.</td>
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<td>▪ Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.</td>
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Medical Unit Leader Position Checklist

6. Obtain Safety Officer approval for Medical Plan.

7. Coordinate Medical Plan with local hospitals.

8. Respond to requests for medical aid.

9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.

10. Respond to requests for medical supplies.

11. Prepare medical reports; provide copies to Documentation Unit.

12. Submit reports as directed; provide copies to Documentation Unit Leader.

13. Provide briefing to relief on current activities and unusual circumstances.

14. Document all activity on Unit Log (ICS Form 214).
Operations Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Operations Section Chief or Incident Commander:
   - Determine resources assigned to the Branch, current location, and activities.
   - Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
   - If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
   - Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:
   - Monitor radio transmissions and cell phone use to assess communications needs.
   - Ensure resources receive adequate food, liquids, and rehabilitation.
   - Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:
   - Incident Action Plan (IAP) is to be modified.
   - Additional resources are needed.
   - Surplus resources are available.
   - Hazardous situations or significant events occur.

7. Coordinate activities with other Branch Directors.
8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

11. Document all activity on Unit Log (ICS Form 214).
Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Incident Commander:
   - Determine incident objectives and recommended strategies.
   - Determine status of current tactical assignments.
   - Identify current organization, location of resources, and assignments.
   - Confirm resource ordering process.
   - Determine location of current Staging Areas and resources assigned there.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
   - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
   - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.
7. Assess life safety:
   - Adjust perimeters, as necessary, to ensure scene security.
   - Evaluate and enforce use of appropriate protective clothing and equipment.
   - Implement and enforce appropriate safety precautions.

8. Evaluate situation and provide update to Planning Section:
   - Location, status, and assignment of resources.
   - Effectiveness of tactics.
   - Desired contingency plans.

9. Determine need and request additional resources.

10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

11. Keep Resources Unit up to date on changes in resource status.

12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:
   - Identify assignments by Division or Group.
   - Identify specific tactical assignments.
   - Identify resources needed to accomplish assignments.
13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- Coordinate media field visits with the Public Information Officer.

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

15. Attend Planning Meetings:

**Sample Planning Meeting Agenda**

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16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.
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Planning Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

1. Obtain briefing from Incident Commander:
   - Determine current resource status (ICS Form 201).
   - Determine current situation status/intelligence (ICS Form 201).
   - Determine current incident objectives and strategy.
   - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
   - Determine time and location of first Planning Meeting.
   - Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
   - Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
   - Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.
9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:

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12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.
Planning Section Chief Position Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.


15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

16. Instruct Planning Section Units in distribution of incident information.

17. Provide periodic predictions on incident potential.

18. Establish a weather data collection system, when necessary.

19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

20. Ensure Section has adequate coverage and relief.

21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

22. Ensure preparation of demobilization plan, if appropriate.

23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

24. Provide briefing to relief on current and unusual situations.

25. Ensure that all staff observe established level of operational security.

26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

27. Submit all Section documentation to Documentation Unit.
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Procurement Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Finance/Administration Section Chief:
   - Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
   - Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
   - Determine status of bid process.
   - Determine current vendor list.
   - Determine current blanket Purchase Order (PO) list.
   - Determine time-lines established for reporting cost information.

2. Contact Supply Unit on incident needs and any special procedures or requirements.

3. Prepare and sign offers for rental, as necessary.

4. Develop Incident Procurement Plan. This plan should address/include:
   - Spending caps.
   - Necessary Forms.
   - Identify who has purchasing authority.
   - Process for obtaining approval to exceed caps.
   - Coordination process with Supply Unit.
   - Supply of emergency purchase orders.
5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

8. Establish contact with supply vendors, as needed.

9. Determine whether additional vendor-service agreements will be necessary.

10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.

12. Verify all invoices.

13. It is imperative that all contractors are accounted for and their time documented:
   - Coordinate with all Sections.
   - It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
   - Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.

14. Complete final processing and send documents for payment.

15. Maintain final incident receiving documents:
   - Obtain copies of all vendor invoices.
   - Verify that all equipment time records are complete.
   - Maintain comprehensive audit trail for all procurement documents.
   - Check completeness of all data entries on vendor invoices.
   - Compare invoices against procurement documents.
   - Assure that only authorized personnel initiate orders.
16. Provide briefing to relief on current activities and unusual events.

17. Document all activity on Unit Log (ICS Form 214).
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Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✅

Task

1. Obtain briefing from Incident Commander:
   - Determine current status of Incident (ICS Form 209 or equivalent).
   - Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
   - Determine point of contact for media (scene or Command Post).
   - Determine current media presence.

2. Participate in Administrative Officer’s briefing:
   - Determine constraints on information process.
   - Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.

3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

4. Coordinate the development of door-to-door protective action statements with Operations.

5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

   **Sample Initial Information Summary**

   We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at [location], and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.
6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:
   - Joint Information Center (JIC).
   - Field (scene) Information.
   - Internal Information.

7. Establish contact with local and national media representatives, as appropriate.

8. Establish location of Information Center for media and public away from Command Post.


10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.

11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.

13. Obtain approval for information release from Incident Commander:
   - Confirm details to ensure no conflicting information is released.
   - Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.

14. Release news to media, and post information in Command Post and other appropriate locations.

15. Record all interviews and copy all news releases:
   - Contact media to correct erroneous or misleading information being provided to the public via the media.
16. Update off-incident agency personnel on a regular basis:
   - Utilize electronic mail for agency updates.
   - Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
   - Provide standard statement which can be given to general requests for information.

17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:
   - Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

18. Attend Planning Meetings:

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<td>5 Specify tactics for each Division/Group.</td>
<td>Operations Section Chief</td>
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<td>6 Specify resources needed for each</td>
<td>Operations/Planning Section Chiefs</td>
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<tr>
<td>7 Specify facilities and reporting locations.</td>
<td>Operations/Planning/Logistics Section Chiefs</td>
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<tr>
<td>8 Develop resource order.</td>
<td>Logistics Section Chief</td>
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<td>9 Consider communications/medical/</td>
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<td>transportation plans.</td>
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<tr>
<td>10 Provide financial update.</td>
<td>Finance/Administration Section Chief</td>
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<tr>
<td>11 Discuss interagency liaison issues.</td>
<td>Liaison Officer</td>
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<tr>
<td>12 Discuss information issues.</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>13 Finalize/approve/implement plan.</td>
<td>Incident Commander/All</td>
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</table>

19. Respond to special requests for information.

20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

21. Confirm the process for the release of information concerning incident-related injuries or deaths.

22. Document all activity on Unit Log (ICS Form 214).
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The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Planning Section Chief.
2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
3. Establish check-in function at incident locations (ICS Form 211).
4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.
5. Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:
   - Review ICS Form 201 for resource information.
   - Review Check-In List (ICS Form 211).
   - Confirm resources assigned to Staging.
   - Confirm resources assigned to tactical Operations organization.
   - Confirm resources assigned to other Command and General Staff functions.
6. Establish and maintain resource tracking system.
7. Maintain master roster of all resources at the incident:
   - Total number of personnel assigned to the incident.
   - Total number of resources assigned to each Section and/or Unit.
   - Total number of specific equipment/apparatus types.
   - Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).
   - Assist in preparing the Organizational Planning Worksheet (ICS Form 215).
   - Prepare Organization Assignment List (ICS Form 203).
   - Prepare Division/Group Assignment Sheets (ICS Form 204).

9. Participate in Planning Meetings, as assigned.

10. Provide briefing to relief on current and unusual situations.

11. Assist in identification of additional and special resources:
   - Other disciplines.
   - Technical Specialists.
   - Resources needed to implement contingency plans.

12. Document all activity on Unit Log (ICS Form 214).
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
3. Staff and organize function, as appropriate:
   - In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
   - Multiple high-risk operations may require an Assistant Safety Officer at each site.
   - Request additional staff through incident chain of command.
4. Identify potentially unsafe acts.
5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
6. Ensure adequate sanitation and safety in food preparation.
7. Debrief Assistant Safety Officers prior to Planning Meetings.
9. Participate in Planning and Tactics Meetings:
   - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
   - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
10. Attend Planning meetings:
### Sample Planning Meeting Agenda

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>1 Briefing on situation/resource status.</td>
<td>Planning/Operations Section Chiefs</td>
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<tr>
<td>2 Discuss safety issues.</td>
<td>Safety Officer</td>
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<tr>
<td>3 Set/confirm incident objectives.</td>
<td>Incident Commander</td>
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<tr>
<td>4 Plot control lines &amp; Division boundaries.</td>
<td>Operations Section Chief</td>
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<td>5 Specify tactics for each Division/Group.</td>
<td>Operations Section Chief</td>
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<tr>
<td>13 Finalize/approve/implement plan.</td>
<td>Incident Commander/All</td>
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</table>

11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).
- Provide Safety Message (ICS Form 202) and/or approved document.
- Assist in the development of the “Special Instructions” block of ICS Form 204, as requested by the Planning Section.

12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander and agency.

13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

14. Document all activity on Unit Log (ICS Form 214).
# Service Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>1. Obtain briefing from Logistics Section Chief:</td>
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<tr>
<td>- Determine number of personnel to be fed.</td>
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<tr>
<td>- Determine communications systems in use.</td>
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<tr>
<td>- Determine medical support needs of the incident.</td>
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<tr>
<td>- Confirm personnel already requested for Branch.</td>
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<tr>
<td>2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:</td>
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<tr>
<td>- Provide summary of emergency situation.</td>
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<tr>
<td>- Provide summary of the communications, food, and medical needs of the incident.</td>
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<td>3. Ensure establishment of effective Incident Communications Plan (ICS Form 205).</td>
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<td>4. Ensure that incident personnel receive adequate food and water.</td>
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<tr>
<td>5. Coordinate with Operations to ensure adequate medical support to incident personnel.</td>
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<tr>
<td>6. Participate in organizational meetings of Logistics Section personnel.</td>
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<tr>
<td>7. Coordinate activities of Branch Units.</td>
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<tr>
<td>8. Keep Logistics Section Chief apprised of Branch Activities.</td>
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<tr>
<td>9. Document all activity on Unit Log (ICS Form 214).</td>
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</table>
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Situation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Planning Section Chief.
   - Review ICS Form 201 for incident status.
   - Determine incident objectives and strategy.
   - Determine necessary contingency plans.
   - Identify reporting requirements and schedules—both internal and external to the incident.

2. Organize and staff Unit, as appropriate:
   - Assign Field Observers.
   - Request Technical Specialists, as needed.

3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):
   - Brief Technical Specialists on current incident status.
   - Assign analysis tasks.
   - Notify staff of time lines and format requirements.
   - Monitor progress.
Situation Unit Leader Position Checklist

4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:
   - Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).
   - Determine appropriate map displays.
   - Review all data for completeness, accuracy, and relevancy prior to posting.
   - Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.
   - Develop additional displays (weather reports, incident status summaries, etc.), as necessary.
   - Ensure displays and maps are kept up to date.

5. Provide photographic services and maps:
   - Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.
   - Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.
   - Ensure photographs are processed at the end of each operational period.
   - Request or develop additional and specialized maps as required.
   - Provide Incident Map(s) for Incident Action Plan (IAP).

6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:
   - Review current and projected incident and resource status.
   - Develop alternative strategies.
   - Identify resources required to implement contingency plan.
   - Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.
8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.

9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:

   - Provide copies to Command and General Staff.
   - Forward to agency administrator and to other entities, as directed.

10. Participate in Planning Meetings, as required.

11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.

12. Provide briefing to relief on current and unusual situations.

13. Document all activity on Unit Log (ICS Form 214).
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The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

**Task**

1. Obtain a briefing from Incident Commander or Operations Section Chief:
   - Determine types and numbers of resources to be maintained in Staging.
   - Confirm process for requesting additional resources for Staging.
   - Confirm process for reporting status changes.

2. Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).

3. Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.

4. Identify and track resources assigned to staging; report resource status changes to Operations or Command and Resources Unit.

5. Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.

6. Post areas for identification and traffic control.

7. Respond to requests for resources:
   - Organize Task Forces or Strike Teams, as necessary.

8. Request additional tactical resources for Staging through Logistics, according to established staffing levels.

9. Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.

10. Maintain Staging Area in orderly condition.

11. Demobilize Staging Area in accordance with instructions.

12. Document all activity on Unit Log (ICS Form 214).
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Supply Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:
   - Determine charge code for incident.
   - Confirm ordering process.
   - Assess need for 24-hour staffing.
   - Determine scope of supply process.

2. Organize and staff Unit, as appropriate:
   - Consider need for "lead agency" representation in ordering process.
   - Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).

3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:
   - Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.
   - Confirm process for coordinating contract related activities with the Procurement Unit.
   - Confirm process for emergency purchase orders with Finance Section.

4. Determine type and amount of supplies and equipment on hand and en route:
   - Contact Resources Unit to determine resources on order.
Supply Unit Leader Position Checklist

5. Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):
   - Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
   - Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
   - Obtain estimated price for resources which expect reimbursement.
   - Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

6. Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.

7. Order, receive, distribute, and store supplies and equipment:
   - Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
   - Relay this information to appropriate staff.

8. Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.

9. Alert Section Chief to changes in resource availability which may affect incident operations.

10. Develop and implement safety and security requirements for supply areas.

11. Review Incident Action Plan (IAP) for information affecting Supply Unit.

12. Maintain inventory of supplies and equipment.

13. Service re-usable equipment.

14. Keep and submit copies of all orders and related documentation to the Documentation Unit.

15. Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.

16. Document all activity on Unit Log (ICS Form 214).
Support Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Logistics Section Chief:
   - Determine facilities activated in support of the incident.
   - Determine ground support and transportation needs.
   - Determine resource ordering process.
   - Confirm personnel already requested for Branch.

2. Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.

3. Confirm facilities in use and determine the potential for additional facilities.

4. Determine need for fuel delivery and vehicle support.

5. Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.

6. Staff Branch appropriately.

7. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:
   - Provide summary of emergency situation.
   - Provide summary of the facility, supply, and ground support needs of the incident.

8. Participate in organizational meetings of Logistics Section personnel.

9. Coordinate activities of Branch Units.

10. Keep Logistics Section Chief apprised of Branch Activities.

11. Document all activity on Unit Log (ICS Form 214).
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Time Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Finance/Administration Section Chief:
   - Determine incident requirements for time recording.
   - Determine required time-lines for reports.
   - Determine location of timekeeping activity.
   - Determine number of personnel and rental equipment for which time will be kept.

2. Organize and staff Unit, as appropriate.

3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time.

4. Establish contact with appropriate agency personnel representatives:
   - Determine time-keeping constraints of individual agencies.
   - Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

6. Establish files for time records, as appropriate.

7. Provide for records security.

8. Ensure that all records are complete or current prior to demobilization.

9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
Time Unit Leader Position Checklist

11. Provide briefing to relief on current activity and unusual events.

12. Document all activity on Unit Log (ICS Form 214).
Maps
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Agency/Organization-to-ESF Cross-Reference Matrix
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During a major emergency or disaster affecting Wallowa County or a portion thereof, County and city emergency response agencies, special districts, and private organizations may be asked to support the larger response. The request for assistance would come from Wallowa County Emergency Management. The following matrix outlines the ESFs each agency/organization may be requested to support.

### Wallowa County Emergency Support Functions

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<th>S – Support</th>
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Mutual Aids Agreement
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[To be inserted by Wallowa County at a later date]
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Federal


State


Oregon Revised Statutes 401.305 through 401.335.

Local
Memoranda of Agreement / Understanding

Other
All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.
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Emergency Support Functions
ESF 1  Transportation
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1 Purpose and Scope
ESF 1 focuses on transportation plans, procedures, and resources needed to evacuate people (including special needs populations) and animals (including pets, service animals, and, potentially, livestock) from a disaster area to an emergency sheltering location. It is inclusive of all transportation modes. This ESF also incorporates established procedures and identifies resources for the following:

- Supporting distribution of medical supplies/pharmaceuticals to designated medical care facilities/point of dispensation (POD) sites;
- Transporting/transferring victims to medical care facilities; and
- Identifying, mobilizing, and coordinating activities with government and private sector transportation vendors available to supply equipment/vehicles, personnel, and technical expertise during an emergency.

2 Policies and Agreements
Under ORS 401.309 (3), a county, city, or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a declaration of a state of emergency within the jurisdiction. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

Effective October 2006, the U.S. House and the Senate have approved the Pets Evacuation and Transportation Standards Act of 2005 (H.R. 3858). This bill amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Currently, however, no funding has been provided to state and local governments to produce these plans. To date, Wallowa County has not formally addressed pets and service animals in transportation or evacuation plans.

3 Situation and Assumptions

3.1 Situation
- Local transportation resources would be stressed during certain major emergencies and could be overstressed during a major population relocation implemented because of international tensions.
- For major natural disasters, normal transportation systems may be disrupted, leaving many people, especially the elderly, infirm, and handicapped, without transportation.
In many major disasters, it may be necessary to rapidly evacuate hospital patients, nursing home residents, the elderly and handicapped, and others from the hazard area.

Evacuations could be required to protect life during an emergency.

Decisions to evacuate people will be made by qualified personnel with an accurate size-up of the incident.

Displaced people will be assessed to determine the need to open evacuation centers.

A decision to allow the return of displaced people will be made with regard to safety and stability of the incident.

Key participating agencies are involved in initial response and will have representation on-scene.

While the scope of the disaster may be beyond the local capability to respond, the county may have to support evacuation efforts for up to 36 hours without significant outside assistance.

3.2 Assumptions

- The primary transportation mode for most evacuating persons will be private vehicles; however, transportation must be provided for some persons.
- When the need arises, both public and privately owned local transportation resources will be made available for the duration of the emergency.
- Additional transportation resources will be available, if needed, from sources outside Wallowa County, such as mutual aid agreements and requests to state/Federal officials.
- In the event of population relocation due to nuclear attack in designated high-risk areas, there would be an alerting period to prepare for the arrival of relocates.
- Officials will be able to communicate information and instructions to the public.
- The need to evacuate people could occur with very little notice and may stretch for a prolonged period of time.
- Evacuations may include livestock and/or companion animals requiring appropriate care and shelter.
- People receiving an evacuation recommendation will readily comply with communicated instructions.
- Agency personnel will continue to follow pre-existing chains of command.

4 Roles and Responsibilities

4.1 Organization

The Emergency Manager maintains overall responsibility for transportation. The Sheriff’s Office will coordinate the activities of this function.
4.2 Task Assignment

4.2.1 Emergency Manager
- Ensure that transportation resources are identified.
- Ensure that agreements exist for utilization of other public and private transportation assets.
- Ensure the distribution of essential goods and services.
- Ensure that the public is informed of transportation routing and assembly areas.

4.2.2 Public Works Director
- Identify available transportation resources and develop resource list.
- Coordinate and develop agreements with schools, churches, neighboring jurisdictions, and private industry for use of their assets.
- Coordinate with Public Information Officer (PIO) and Law Enforcement regarding evacuation routes and assembly areas.
- Coordinate the transportation and delivery of consumables to designated mass feeding facilities.
- Coordinate the use of transportation assets for crisis stocking of fallout shelters.
- Coordinate with all other emergency services (i.e., health and medical, public works, law enforcement, fire and rescue, etc.) to augment transportation for medicine, equipment, construction materials, workers, etc.
- Coordinate debris removal from roadways.

4.2.3 Sheriff’s Office/City Law Enforcement
- Security of roadways.
- Traffic control.

4.2.4 Other departments/organizations that may be involved
- Wallowa County Chamber of Commerce,
- Wallowa County Board of Commissioners,
- Wallowa Fire Department,
- Wallowa County Public Safety Answering Point,
- Wallowa Lake State Park,
- Wallowa County Road Department,
- City Fire Departments,
- Wildland Fire Suppression Agencies,
- Oregon State Fire Marshall’s Office,
- Oregon Department of Transportation,
- Utility Companies,
- Tow Truck Companies,
- American Red Cross,
- News Media Organizations,
- Bus Transportation Companies, and
- Amateur Radio Operators.
5 Concept of Operations
The issues of evacuation and shelter-in-place are complex and critical. Utilization of the National Incident Management System (NIMS) to manage the incident will assist in best serving the public safety concerns. Two basic considerations for any potential action include the accurate size-up of the incident and deciding whether an evacuation or shelter-in-place recommendation is needed.

5.1 Incident Size-Up and Decision Recommendation
There are a number of known incident types where evacuation considerations should be immediately reviewed by the Incident Commander. In some cases, evacuation recommendation decisions may have to be made from initial 911 calls or through requesting additional incident information from on-scene personnel and from dispatch/command operations. Examples of such cases include:

- Hazardous material/chemical incidents,
- Urban-Interface and Major Urban fires,
- Flood/debris flow incidents, and
- Major law enforcement incidents.

Incident size-up, where the recommendation to evacuate or shelter-in-place people is a potential, will be manifest in one of three general categories and one additional no risk category:

- Obvious risk, need for an immediate action recommendation – This category describes situations where any type of hazard is in direct contact with people and poses an immediate threat to life.
- Significant risk, with a likely action recommendation – This category describes situations where a hazard is not directly in contact with people but is very near and reasonably expected to pose a threat to life in a very short period of time.
- Some risk, with potential for a future action recommendation – This category describes situations where a hazard is present but at some distance from people, and any potential threat to life would occur at a later time.
- No risk, no expected action recommendation – This category describes situations where a hazard may exist in the extended environment but is not presently believed to be a threat to people either in the short or long-term.

5.2 Implementation Recommendations

5.2.1 Shelter-In-Place
The decision to shelter-in-place members of the public must be made with care. The shelter-in-place philosophy holds that people would be at more risk if they left the safety of a building or home than if they stayed put.

This requires an accurate size-up of the hazard and associated risks, as well as a means to communicate with people in the affected areas.
When possible, all relevant hazard information should be provided to residents, including how they will know when the emergency is over and any special circumstances they need to pay attention to following an incident.

Shelter-in-place requires a dedicated public information team to support the incident command structure.

5.2.2 Evacuation
Wallowa County does not have a mandatory evacuation ordinance. Law Enforcement has the authority to restrict access to areas when public safety is a concern. The County may request a mandatory and enforceable evacuation order may be requested from the governor.

The decision to evacuate people is likewise a very serious matter. Extensive coordination, communication, and cooperation among key decision-makers are critical for any evacuation to be successful under chaotic and stressful conditions.

Agencies having jurisdiction need to carefully consider and respond to any evacuation recommendation given by the on-scene personnel or Incident Commander.
- Inter-Agency Notification and Coordination – Agency heads or line officers of agencies having jurisdiction need to be contacted to coordinate information and activities any time a life-threatening incident occurs.
- Implementation of agency activities – Agencies with immediate life-safety concerns are expected to perform consistently with their established policies and procedures. Additionally, agency heads or line officers of agencies having jurisdiction need to be contacted to coordinate information and activities any time a person-threatening incident occurs.

5.2.3 In General
Arriving resources will provide the first official size-up of an incident and identify potential need for evacuation or shelter-in-place. Self evacuation may already be underway, or the responding resources may initiate or begin directing evacuation activities.

Any time protective actions are undertaken the situation will be reported to the Wallowa County Public Safety Answering Point (PSAP) as quickly as possible. The PSAP will immediately notify County Emergency Management and Law Enforcement officials. The County Sheriff, County Fire Chief, or County Emergency Manager will serve as the Incident Commander.

Emergency Operations Center (EOC) activation will be at the call of the Emergency Manager regarding the reported information and situation potential. If the County EOC is activated, the process will be followed as outlined in ESF 5 – Emergency Management.
In cases where the EOC is not immediately activated, the Emergency Manager will notify officials of the situation and coordinate an on-scene command post location.

Traffic control points will be coordinated between appropriate transportation organizations and law enforcement. To facilitate re-entry, traffic control points may need to identify evacuees.

Tow trucks and passenger busses may be called up through the EOC and staged as required to facilitate evacuations.

Under circumstances where emergency sheltering of evacuees is necessary, the Emergency Manager will coordinate the number and locations of shelters to be opened.

All requests for resources will be directed through the EOC or on-scene Command Post (CP). All field resources will be tracked by the EOC/CP regardless of employing entity.

The Incident Action Plan should be developed as quickly as possible and should recognize pre-existing lines of command from all participating agencies.

A public information contact will be identified by the Emergency Manager. Media calls will be directed to this contact by all agencies involved.

6 Direction and Control

The Emergency Manager will provide overall direction and control to the Public Works Director, who will be responsible for coordinating all transportation resources, both locally owned and those provided through outside assistance.

There will be an increased need for personnel to augment and assist in traffic control, information dissemination to evacuees, and incident staffing. Depending on the scope of the incident, longer term logistical support may be required for assigned personnel.

7 Continuity of Government

Lines of succession will be determined according to existing standing operating procedures.

This annex reflects implementation of Unified Command among emergency response agencies in Wallowa County. Each agency/department identified in this annex plays a part in supporting and maintaining this document as well as contributing their Standard Operating Guidelines. The Emergency Manager is responsible for the annex modifications and distribution. Participants who would like to suggest changes should send them to the attention of:
ESF 1: Transportation

Wallowa County Emergency Management
101 S River St., Rm 202
Enterprise, OR, 97828
Fax: 541-426-0582

8 Administration and Support

8.1 Communications
Public Works will use all available EOC communications networks to coordinate transportation requests.

8.2 Report and Records
Records will be maintained of the use of all privately owned equipment. These records shall include the date the equipment was acquired, whether or not operating personnel were furnished with the equipment, the date the equipment/personnel was returned to the owner, and remarks on any damage to, or repair of the vehicle. These records will be used to determine possible reimbursement to the owner, and will be kept until a final decision is made by the County Commissioners concerning the disposition of disaster claims.

8.3 Support
Appropriate private sector agreements, along with mutual aid agreements with neighboring jurisdictions, will be invoked as required. Implementation of agreements will be coordinated through the EOC. Requests for state or Federal assistance will be made through County governmental channels. All requests will be made by other authorized officials.

9 Supporting Plan and Procedures
None at this time.

10 Annex Development and Maintenance
Public Works is responsible for the contents and maintenance of this annex. Each agency will develop standard operating procedures (SOPs) that address assigned tasks.

11 References

12 Appendices
Appendix 1 – Passenger Transportation Assets
Appendix 2 – Vehicle/Equipment Record Form
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APPENDIX 1

PASSENGER TRANSPORTATION ASSETS
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APPENDIX 2

VEHICLE/EQUIPMENT RECORD FORM
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Vehicle/Equipment Record Form

A. Date and time acquired: ________________________________

B. Vehicle Type: __________________ Vehicle ID#: __________________________
   Operator Provided: ☐ Yes ☐ No License #: __________________________

C. Operational Status: ☐ Good ☐ Fair ☐ Poor

D. Acquired from: __________________________________________

E. Vehicle owner (if known): ______________________________________

F. Maintenance Performed, if any: ________________________________
   1. __________________________________________________________
   2. __________________________________________________________
   3. __________________________________________________________

G. Date and time vehicle returned: ________________________________
   Odometer/hour meter reading: _________________________________
   Operational Status: ☐ Good ☐ Fair ☐ Poor

H. Remarks: ___________________________________________________
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1 Purpose and Scope
ESF 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the County’s operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. Emphasis is placed on technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15 External Affairs.

2 Policies and Agreements
The National Warning System (NAWAS) is the primary method of communicating alert and warning messages from national authorities to state authorities and between state authorities and local authorities or warning points. The Emergency Alert System (EAS) is the primary method of communicating alert and warning messages to the public.

3 Situation and Assumptions
3.1 Situation
The need to warn the public of impending danger could arise at any time. To reduce loss of lives, adequate and timely warnings must be provided. Appropriate action-oriented information must be supplied.

The Wallowa County 911 Communication Center is located in Enterprise, Oregon. This communications center is independently owned and operated by the Wallowa County Sheriff’s Office, a department of Wallowa County. It is staffed on a 24-hour basis by dispatchers employed by the Sheriff’s Office.

Under emergency circumstances, additional personnel and/or communications equipment will be mobilized to the 911 Communications Center, or appropriate other locations, to assist in providing coordinated communications during an incident.

The 911 Communications Center is the County’s designated Public Safety Answering Point. Calls for service are dispatched through this agency via radio and telephone. The primary agencies dispatched by the 911 Communications Center include one hospital-based ambulance service with units in two locations, four municipal fire departments, three law enforcement agencies, one public health organization, and one emergency management organization.

The 911 Communications Center equipment is available to provide communications necessary for all emergency operations. Current equipment includes VHF radios, normal business and emergency hard wire telephones,
cellular telephones, satellite telephones, teletype, and internet communications. Additional resources include amateur radio and message runners on an as-needed basis.

The general County topography is mountainous, with roughly 80 percent of the County’s 7,000 residents living within the Wallowa Valley area. The Wallowa Valley area encompasses the cities of Wallowa, Lostine, Enterprise, and Joseph, as well as the community surrounding Wallowa Lake. The communities of Troy, Flora, Paradise, and Imnaha are remote population centers within the County.

3.2 Assumptions
Adequate communications are vital for effective and efficient warning, response, and recovery operations.

- A warning period will be available for most emergency situations, although the amount of lead time will vary from hazard to hazard. Proper use of adequate warning will save lives, reduce injuries, and protect property.
- Current communications may be disrupted or disabled by a particular hazard occurrence.
- Additional communications equipment required for emergency operations will be made available from citizens, businesses, and/or governmental agencies.
- Communications personnel will be available to respond as needed.
- Existing public information sources are operational and can transmit information and warning to the public.
- Multiple telephone line systems will be utilized to receive and process telephone calls.
- Amateur radio operators will self-activate during an incident.
- All radio transmissions will be made in English using plain text.
- The 911 Communications Center will function as the County’s communications hub during the initial response to any incident.
- Equipment replacement and maintenance funds will be available when needed.
- Repair of communication equipment will be prompt and affordable.
- Emergency communication situations will be more stressful and require more resources than day to day operations.

4 Roles and Responsibilities
The emergency communications system is organized and coordinated within the Sheriff’s Office. The responsibility of maintaining a communications capability and incorporation of all available resources rests with the Sheriff. To accomplish this end, a 911 Communications Coordinator may be appointed.


4.1 **911 Communications Coordinator**
- Develop and maintain SOPs to include a recall roster for essential communications personnel.
- Ensure that communications systems are operational through periodic testing.
- Maintain agreements between the 911 Communications Center and other agencies.

4.2 **Emergency Manager**
- Develop and maintain communications resource inventory.
- Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- Develop and coordinate an adequate warning system.
- Issue all warnings through the warning point.
- Educate public regarding the use of the warning system.
- Provide manpower for door to door warning, if necessary.

4.3 **County Sheriff**
- Dispatch siren-equipped mobile units to key locations to provide supplemental sound coverage.
- Ensure communications capability between the Sheriff’s Office and the EOC to include coordination with the telephone company for installation of dedicated telephone lines into the EOC.
- Dispatch siren-equipped mobile units to key locations to provide supplemental sound coverage.
- Maintain and repair all mobile siren units.
- Provide mobile public address units, if necessary.
- Provide manpower for door-to-door warning, if necessary.
- Develop and maintain hazard-specific warning procedures covering warning receipt, verification, and dissemination. (See Appendix 2.)

4.4 **City Fire/Rural Fire Protection District Fire Chiefs**
- Provide additional siren-equipped mobile units, where necessary, to supplement sound coverage.
- Maintain and repair all mobile siren units.
- Provide mobile public address units, if necessary.
- Provide manpower for door-to-door warning, if necessary.

4.5 **Radio Operators**
- Responsible for proper use of the equipment and for correct message handling.

4.6 **Monitors**
- Responsible for checking commercial radio and television broadcasts for accuracy of public information.
4.7 **Call Takers**
- Responsible for proper screening and routing of all incoming telephone calls.

4.8 **Media, Broadcast and Print**
- Disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.
- Maintain a constant state of readiness to disseminate critical information.
- When instructed by authorized authorities, activate the Emergency Broadcast System (EBS).
- Assist in an ongoing public awareness program of life-saving measures to be taken concerning all catastrophic events.

4.9 **Special Locations**
- Schools, hospitals, nursing homes, major industries, and places of public assembly that are equipped with warning system radio receivers will be responsible for monitoring the channel for warnings and taking appropriate action.
- Schools, hospitals, nursing homes, major industries, and places of public assembly that are not on the warning network will be contacted by telephone and will then take appropriate action.

4.10 **Emergency Response Agencies in Wallowa County**
- Wallowa County Sheriff’s Department,
- City of Enterprise Volunteer Fire Department,
- City of Joseph Volunteer Fire Department,
- City of Wallowa Volunteer Fire Department,
- City of Lostine Volunteer Fire Department,
- Oregon State Police,
- Enterprise Police Department, and
- Wallowa County Search and Rescue.

5 **Concept of Operations**

5.1 **General**
Communications play a critical role in emergency operations. Communication networks and facilities exist throughout the County. When these capabilities are properly coordinated, response activities become more effective and efficient.

The existing County communications network consisting of telephone, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Land-line circuits, when available, will serve as the primary means of communications, with radio as a back-up.
During emergency operations, all City and County departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times.

When the day-to-day operations are insufficient to meet the increased communications needs created by an emergency, various state agencies, amateur radio operators, and business/industry radio systems will be asked to provide expanded communication capabilities.

5.1.1 Natural Hazards
The most common warnings are those issued for severe weather. Other events that may evoke local warnings are health-related incidents, severe winter snow or wind storms, severe thunder storms, wildfire, and localized flooding.

5.1.2 War-Related/Homeland Security Related Events
In the event of an attack upon any part of the United States, warning will be issued through the NAWAS. Union County Communications is the NAWAS answering point for Wallowa County. It is Union County’s responsibility to immediately notify Wallowa County Sheriff’s Office upon receipt of an emergency warning of any nature concerning Wallowa County or any of its contiguous areas.

5.1.3 Other Major Incidents
Warnings may be issued when any event other than those described above might endanger life or property. Other events may include major hazardous materials incidents, Law Enforcement, and any incident endangering a significant segment of the population.

5.2 Day-to-Day Operations
Calls for service arriving in the 911 Communications Center are taken by a Dispatcher, who then notifies the appropriate first response agency by radio, telephone, or radio pager. Dispatchers give priority to emergency calls over normal business calls.

The Dispatcher then tracks and supports the first responders by coordinating and documenting information, calling up additional resources, and making requested contacts.

An incident log is closed out when all involved resources have returned to their respective station/service.
5.3 Emergency Operations

5.3.1 Mitigation

- A warning and communications system exists. Periodic reviews of the system are conducted and plans for improvement formulated, as necessary.
- A public awareness program may be developed, outlining the use of the warning system.

5.3.2 Preparedness

- Equipment is kept under a schedule of testing, maintenance, and repair.
- Personnel are trained on the appropriate equipment, as necessary.

5.3.3 Response

- The primary warning point for most warnings is Oregon Emergency Management (OEM) in Salem. Upon notification of an emergency situation, OEM will notify the local warning point. The local warning point for Wallowa County is the Wallowa County Communications Center in Enterprise.
- Upon receipt of information, the warning point will issue the appropriate warnings using all systems necessary. All warnings will continue until such time as they are no longer required.
- When emergency operations are initiated, the 911 Communications Center Supervisor will determine which communications personnel will be required. Staff requirements will vary according to the incident.
- Arrangements will be made to ensure emergency equipment repair on a 24-hour basis.

5.3.4 Recovery

- The public will be informed when the crisis has passed, through the use of the warning system. A termination of attack or alert will be disseminated to the public when received from proper authority.

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

6 Direction and Control

The Emergency Manager is the overall authority for the EOC.

The 911 Communications Coordinator is under the supervision of the Sheriff and is directly responsible for coordinating communications to and from the EOC.

Radio operators from support agencies, while under control of their own office and operating their own equipment in the EOC, will be responsible for knowing and following the procedures outlined in this annex.
During a state-of-disaster, the various code systems used for brevity will be discontinued, and normal speech will be used to ensure comprehension. In addition, local time will be used during transmissions.

The warning process may be activated from any of several points in the system. Once the network is activated, however, the responsibility for its continued operation belongs to the Emergency Manager. All warning activities will be coordinated through the EOC staff.

The existing Communications Systems and Use can be found in Appendix 7, and the existing Warning Systems and Use can be found in Appendix 8.

7 Continuity of Government

7.1 Facilities and Equipment
A listing of equipment and capabilities is maintained by the Wallowa County Emergency Management.

Communications Protection

7.1.1 Radio
- Electromagnetic Pulse - One effect of a nuclear detonation that is particularly damaging to radio equipment is Electromagnetic Pulse. Plans call for the disconnection of radios from antennas and power sources when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field groups. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.
- Lightning - Standard lightning protection is used, including arrestors and the use of backup or emergency power during severe weather.
- Wind and Ice - Damaged antennas will be assessed and repairs conducted as possible.

7.1.2 Established Commercial Telephone
- Jammed Circuits - During emergencies, telephone usage in a community increases dramatically. To prevent vital telephone circuits from jamming, critical public information releases should be broadcast to encourage appropriate telephone etiquette.
- Emergency Service - During major emergencies, a direct line to the EOC may not be available. Runners or alternative means of contacting the Emergency Manager may be utilized.
- Priority Service Restoration - The 911 Communications Center is on Verizon’s priority service restoration list.

7.1.3 Interference
- Radio interference will be addressed as indicated in the Federal Communications rules.
8 Administration and Support

8.1 System Testing
All components of the warning system are tested on a monthly basis, at minimum. SOPs will provide details of tests and exercises of the warning system.

8.2 Security
Due to the vital role of communications during emergency operations, particularly for defense purposes, the Emergency Manager reserves the right to investigate the personal background of any radio operator assigned to the EOC.

Licensed amateur radio operators need to register with the Department of Emergency Services for Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Service (RACES) Identification cards. Preference will be given to those already enrolled in the ARES/RACES program.

8.3 Training
- Each organization assigning personnel to the EOC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.
- Additional training on emergency communications equipment and procedures will be provided by the 911 Communications Staff as necessary.

8.4 Maintenance of the Siren Equipment
The owner of each siren system is responsible for maintenance and repair of that equipment. Several Wallowa County RPFDs may have a siren system in place as a means to alert fire department volunteers. These are the responsibility of each RPFD and not counted on as an official means of disaster warning.

8.5 Support
If requirements exceed the capability of local communications resources, support from state resources will be requested by the Board of Commissioners through the State Emergency Management office in Salem.

9 Supporting Plan and Procedures
None at this time.

10 Annex Development and Maintenance
The Emergency Manager is responsible for maintaining this annex. Each agency will develop SOPs that address assigned tasks and submit them to Emergency Management.
Corrections or additions should be sent to the following address.

Emergency Manager
101 S River Street, Room 202
Enterprise, Oregon 97828
wcdes@co.wallowa.or.us

11 References


FEMA, 1982. FEMA Attack Environment Manual, Chapter 4, CPG 2-1A4.


FCC Regulations CFR 29.1234

12 Appendices
Appendix 1 – Emergency Services Communication Protocol
Appendix 2 – Health Department Communication Protocol
Appendix 3 – County Commissioner Communication Protocol
Appendix 4 – ARES/RACES Communication Protocol
Appendix 5 – Radio Guidelines for Emergency Response Agencies
Appendix 6 – Radio Guidelines for Medical Aircraft Interface
Appendix 7 – Existing Communication Systems and Use
Appendix 8 – Existing Warning Systems and Use
Appendix 9 – Law Enforcement Communications Network
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APPENDIX 1

EMERGENCY SERVICES COMMUNICATIONS PROTOCOL
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APPENDIX 2

HEALTH DEPARTMENT COMMUNICATIONS PROTOCOL
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APPENDIX 2
HEALTH DEPARTMENT COMMUNICATIONS PROTOCOL

1 Purpose
Outline the emergency communication protocol for the Wallowa County Health Department

2 Situation and Assumptions
- Wallowa County Health Department employees rely on commercial services for communication needs.
- Outside of health emergencies, the Health Department office is not staffed beyond normal business hours.
- Health Department employees are subject to emergency call back.
- Remote locations within the county may have limited or nonexistent cellular telephone coverage.
- Communication equipment (and/or communication operators) will be furnished to the Health Department should normal commercial communication services fail.

3 Roles and Responsibilities

3.1 Health Department – Public Health Officer
- Notify Oregon Health Division of reportable diseases.
- Order necessary actions (such as quarantine) to prevent spread of contagious diseases.
- Coordinate with countywide health and medical personnel.
- Serve as primary contact for all health and medical emergency notifications.
- Distribute health and medical issue information to medical personnel as required.

3.2 Health Care District – Wallowa Memorial
- Coordinate with County Health Department on disease and health issues.

3.3 Oregon Health Division
- Maintain an emergency alert list and provide timely notifications to County Health Department of health emergencies.
- Receive reports of communicable disease events from Health Department.

3.4 Emergency Manager
- Serve as staff advisor to the County Board of Commissioners; assist in coordination and/or notification of agencies.
- Assist Health Department in establishing emergency communications when needed.
- Serve as secondary contact for health and medical emergency notifications.
3.5 Public Safety Answering Point
- Receive health and medical (disease related issues) emergency notifications from the Oregon Health Division, other Health Departments, or Emergency Services organizations.
- Notify appropriate County health personnel as directed in Health & Medical protocol.
- Direct media and disease information calls to the County Health Officer.

3.6 Private Medical Practitioners
- Maintain general contact with the Public Health Official.
- Report communicable diseases to the Health Department as required.

3.7 Federal Health Organizations – Center for Disease Control
- Provide intelligence, technical support, and disease response protocols to medical community.

3.8 County Medical Examiner – Deputy Medical Examiners
- Notified by the Health Department of situations when disease or health-related issues occur.
- Contact mortuary services with information, as needed.

3.9 Law Enforcement – Sheriff’s Office, Oregon State Police
- Provide communication assistance to medical facilities and to health and medical field personnel, as available.
- Receive health and medical alert information from the County Emergency Program Manager.

3.10 American Red Cross
- Assist with the reunification of the injured with their families.
- Maintain a Disaster Welfare Inquiry (DWI) system in coordination with the hospital and field triage units to collect, receive, and report information about the status of victims.
- Notified or requested, as needed, by the Emergency Manager.

4 Concept of Operations

4.1 Notification
- During Normal Business Hours
  The Wallowa County Health Department maintains staffing during normal business hours and may be contacted by internet, telephone, and facsimile. The telephone number is 541-426-4848.
- Outside Normal Business Hours
  The Health Department Administrator, or acting administrator, should be attempted at home, by cellular telephone, or other means listed in the 911
Communications Center protocol. The 911 Communications Center telephone number is 541-426-3131. Contact may also be made with specific individuals through a radio pager.

- Emergency Notification/Situations
  - **Federal/State Notification to County Health Department**
    The Wallowa County Health Department has complied with Oregon State Health Division requirements to maintain a 24/7 contact system. This plan uses a call down and Health Alert Network (HAN) list maintained by the Oregon Health Division, with a secondary contact protocol through the Wallowa County Communications Center.
  - **Local Disaster Notification and Coordination**
    In preparing for, or responding to, local emergencies/disasters where notification and/or coordination with the health department is needed, notification of health department officials follows the protocol for the Wallowa County 911 Communications Center.

### 4.2 Sustained Emergency Communications
Communication equipment and support needed by the health department during an emergency will be provided through the County’s EOC, if activated, or by the Emergency Management in all other cases.

### 5 Administration and Logistics

#### 5.1 Overview
Normal commercial communication services will be sufficient to meet the Wallowa County Health Department’s communication needs. This annex would be implemented when:

- Normal communication channels are not working.
- Health emergencies occur requiring notification of officials.
- Responding to disasters in coordination with health officials.
- Other communication resources are needed for an emergency.

In general, the Health Department communication avenues are well established. A redundant notification channel has been established between state and local health officials. In implementing this redundant system, or in all local cases, the health official notification process runs through the Wallowa County 911 Communications Center.

The County’s Emergency Manager will be responsible for maintaining an updated protocol for notifying county health officials at the 911 Communications Center.

The Wallowa County 911 Communications Center will be responsible for carrying out the protocol when notified of a health emergency or local disaster incident where health official participation is needed.
Communication resources required by the health official in responding to, or participating in, a disaster or health emergency will be coordinated by the County’s EOC, if implemented, or by the Emergency Manager in any other case.

Other departments, agencies, or volunteer groups identified in this annex as having “responsibilities” may be contacted to provide assistance or support for an incident.

5.2 Health Alert Network
The Oregon Health Division implemented a HAN program as part of the Bio-terrorism/Communicable Disease program. This network provides key local contacts at the local health department with timely health and disease information, as well as health alerts from the Center for Disease Control.

In Wallowa County the HAN information is sent to the following personnel:
- Public Health Officer,
- Health Department Administrator,
- Health Department Assistant, and
- Bio-Terrorism Coordinator.

Important information and updates are communicated via this network, with the intention that this information is distributed locally to medical personnel, first responders, and other public safety agencies. The health department forwards health alert information to medical personnel within the County, and the Emergency Manager handles the forwarding of information to the other public safety organizations.

5.3 Health Alert Network
The Oregon Health Division has implemented a HAN.

5.3.1 Via Health Alert Network
Health Officials receiving emergency notifications directly from the HAN need to immediately contact the County Health Officer or designee. After receiving the emergency information, the Health Officer will contact the 911 Communications Center and request that they notify the Bio-Terrorism Coordinator and the Emergency Manager to size up the emergency.

The Health Officer, in conjunction with other health officials, will address the health emergency as necessary, including activation of the County’s EOC.

5.3.2 Via Wallowa County 911 Communications Center
In cases where the Wallowa County 911 Communications Center is requested to contact Health Officials, the first notification will be attempted by radio pager. Health Officials receiving a page will need to contact the Wallowa County 911 Communications Center for the message.
The Wallowa County 911 Communications Center will maintain an updated protocol list and will implement this protocol in the event that there is no response to the page.

Health Officials receiving emergency notifications from the 911 Communications Center need to immediately contact the County Health Officer or designee. After receiving the emergency information, the Health Officer will contact the 911 Communications Center and request that they notify the Bio-Terrorism Coordinator and the Emergency Manager to size up the emergency.

The Health Officer, in conjunction with other health officials, will address the health emergency as necessary, including activation of the County’s Emergency Operations Center.

6 Annex Development and Maintenance
It is the responsibility of the County Health Administrator, with assistance from the Emergency Manager, to update this Communications appendix as necessary. The Emergency Manager is responsible for the distribution of updates to various Emergency Operations Plan holders.

Corrections, additions, or suggestions for this Annex should be sent to the following address.

Lana Fisher  
Wallowa County Health Department  
751 NW 1st Street  
Enterprise, Oregon 97828  
(telephone) 541-426-4848  
(facsimile) 541-426-3627
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APPENDIX 3

COUNTY COMMISSIONERS COMMUNICATIONS PROTOCOL
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APPENDIX 4

ARES/RACES COMMUNICATIONS PROTOCOL
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APPENDIX 5

RADIO GUIDELINES FOR EMERGENCY RESPONSE AGENCIES
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APPENDIX 5
RADIO GUIDELINES FOR EMERGENCY RESPONSE AGENCIES

1 Jurisdictions
Wallowa County Sheriff’s Dispatch Center
Wallowa County 911 Dispatch Center
Wallowa County Sheriff

2 Purpose
The purpose of this guideline is to promote direct and effective communication among response agencies en route to an emergency.

3 Background
The Wallowa County 911 Communications Center/Sheriff’s Dispatch Center is the central hub for radio and emergency telephone communications for Wallowa County. The Dispatch Center maintains signed agreements with other agencies for dispatching services.

Frequently, multiple agencies are dispatched to the same emergency. Recent inter-agency meetings have pointed out the need for a single inter-agency radio frequency while en route to the scene for updates and pertinent on-scene operational details.

4 Guidelines
- Each emergency response agency/department will continue to be dispatched by prior agreed methods.
- After being dispatched, units will advise the Communications Center, on Sheep Ridge (Sheriff’s Office frequency), when they are en route to the emergency. It is expected that units will remain on this frequency until their arrival at the scene, and Dispatch is notified of their arrival. Units on-scene will need to monitor Sheep Ridge as appropriate.
- Radio traffic regarding scene updates and information should be brief and directed to appropriate units on-scene. The Communications Center will provide updates and new information to units en route to the scene when available. These updates will be transmitted via Sheep Ridge.
- On-scene communications are the responsibility of the Incident Commander, when the command system is activated. Agencies and Departments may be directed by the Communications Center to move operational traffic off of the Sheep Ridge frequency. Agencies and Departments should immediately report to the Communications Center any emergency condition that impedes the ability to utilize an on-scene frequency or work channel.
- Each unit should notify the Communications Center, on Sheep Ridge frequency, when they are clear from the scene, and again when they have safely returned to their home station.
5  **Maintenance**  
Corrections or changes should be directed to the following address.

Wallowa County 911 Communications Center Supervisor  
104 W Greenwood St  
Enterprise, Oregon 97828  
telephone 541-426-3131  
faximile 541-426-4685.
APPENDIX 6

RADIO GUIDELINES FOR MEDICAL AIRCRAFT INTERFACE
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APPENDIX 6
RADIO GUIDELINES FOR MEDICAL AIRCRAFT INTERFACE

1 Jurisdictions
Wallowa County 911 Dispatch Center
Wallowa County Emergency Management

2 Purpose
The purpose of this guideline is to promote direct and effective communication
between on-scene incident commanders, emergency medical units, the 911
Dispatch Center, and assisting Medical Aircraft (both fixed wing and rotor).

3 Background
The Wallowa County 911 Dispatch Center is the central hub for radio and
emergency telephone communications for Wallowa County. The Dispatch Center
maintains signed agreements with other agencies for dispatching services,
including dispatching medical personnel for routine patient transport to Medical
Aircraft.

4 Guidelines
- The 911 Dispatch Center will be notified by the agency/on-scene incident
  commander whenever a Medical Aircraft is requested, or it becomes
  known that the Medical Aircraft will not be in-bound.
- Medical Aircraft approaching the Wallowa Valley area en route to an
  incident scene, Joseph State Airport, or Enterprise Municipal Airport will
  contact the 911 Dispatch Center or Wallowa Memorial Hospital.
- Medical Aircraft, on departure from the air field or scene, will notify the
  911 Dispatch Center.

5 Maintenance
Corrections or changes should be directed to the following address.

Wallowa County 911 Dispatch Center Supervisor
104 W Greenwood St
Enterprise, Oregon 97828
(telephone) 541-426-3131
(facsimile) 541-426-4685
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APPENDIX 7

EXISTING COMMUNICATION SYSTEM AND USE
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APPENDIX 7
EXISTING COMMUNICATION SYSTEMS AND USE

1 Networks within Wallowa County

1.1 Wallowa County Sheriff’s Office/911
   - Sheep Ridge/Courtney Repeaters
   - Howard Butte
   - Hospital Repeater
   - Dispatch Repeater
   - Simplex Frequencies

1.2 Wallowa County Road Department
   - Sheep Ridge Repeater
   - Simplex Frequencies

1.3 Enterprise Police Department
   - Willow County Sheriff’s Office Repeater/Simplex Frequency

1.4 Enterprise, Joseph, Wallowa, and Lostine Fire Departments
   - Oregon State Fire Marshall’s Fire Net Repeaters
   - Simplex Frequencies

1.5 U.S. Forest Service
   - Repeater system
   - Simplex Frequencies

1.6 Teletype Net
   - The Oregon Law Enforcement Data System (LEDS) is a statewide telecommunications network connecting the State Warning Point (State EOC) with other city, county, state, Federal, and military law enforcement agencies in Oregon. Emergency communications among state, district, and local governments may be transmitted through this system.

1.7 Hospital Network
   - Simplex frequency.

1.8 Oregon Dept of Transportation
   - Repeater system, and
   - Simplex frequencies.

1.9 Oregon State Police
   - Repeater system, and
   - Simplex frequencies.
1.10 Oregon Department of Fish and Wildlife
- Simplex Frequencies.

1.11 Oregon Department of Forestry
- Repeater systems, and
- Simplex frequencies

1.12 Other Available Networks
- Individual Amateur Radio Operators,
- Private Business networks,
- Citizen Band or Family Radio Service,
- Internet or web based communications, and
- Civil Air Patrol/National Guard.

2 Radio Frequencies

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## Wallowa County EOP

### ESF 2: Communications

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ESF 2-45
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APPENDIX 8

EXISTING WARNING SYSTEMS AND USE
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APPENDIX 8
EXISTING WARNING SYSTEMS AND USE

The warning process may be activated from any of several points in the system. Once the network is activated, however, the responsibility for its continued operation belongs to the Emergency Manager. All warning activities will be coordinated through the EOC staff.

**National Warning System**
NAWAS is a nationwide dedicated telephone warning system. It operates on three levels: Federal, state, and local. When an enemy attack is confirmed by the North American Aerospace Defense Command (NORAD), a warning is disseminated to all warning points on the system.

**Oregon Warning System**
OEM (1-800-452-0311) is the state level extension of NAWAS. Each county Area Warning Center is on the NAWAS network.

**National Weather Service**
Current weather information and warnings are received over the National Weather Service (NWS) teletype circuit. OEM monitors this circuit and is responsible for the dissemination of all relevant information on a county by county basis. In addition, the NWS will issue severe weather warnings over the NAWAS line.

**Flood Warning System**
The NWS, the U.S. Army Corps of Engineers, and River Authorities have established a network of rain and river flood-sensing warning devices to collect data for flood warning purposes. If excessive rainfall occurs, the NWS and the River Forecast Center make flood predictions and if necessary warnings are issued.

**Emergency Broadcasting System**
The EBS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services, which are provided on a voluntary, organized basis. The system may be activated at the Federal, state, or local level.
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APPENDIX 9

LAW ENFORCEMENT COMMUNICATIONS PROTOCOL
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ESF 3.1: Public Works and Engineering

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<th>ESF 3 Tasked Agencies</th>
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<tr>
<td>Primary Agencies</td>
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<tr>
<td>Supporting Agencies</td>
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1 Purpose and Scope
ESF 3 provides a mechanism for coordinating infrastructure and engineering services during all phases of emergency management. Resources included in ESF 3 (personnel, equipment, facilities, materials, and supplies) will be coordinated through the County EOC following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers.

- Public works and engineering resources, under the authority of ESF 3, will be used to assist in the following activities associated with emergency response:
  - Debris clearance from transportation infrastructure;
  - Coordination of the closure and repair of transportation infrastructure;
  - Repair and restoration of damaged public systems (e.g., water, wastewater, solid waste, electrical, natural gas, and stormwater systems);
  - Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public’s health and safety;
  - Identification and labeling of uninhabitable/unsafe structures;
- Establishment of priorities and processes for issuing demolition and building permits;
- Development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property;
- Determination of extent of damage to the following systems: transportation, water, sold waste, electrical, natural gas, wastewater, and hazardous materials;
- Prioritization and initiation of recovery efforts to restore, repair, and mitigate city and county-owned infrastructure; and
- Provide technical assistance with respect to flooding, water management, structure integrity assessments, and impact assessments of infrastructure.

2 Policies and Agreements
Wallowa County Emergency Management has established the following service and equipment agreements with local, State, and regional entities. These agreements are on file with the Emergency Manager. They will be made available at the County EOC during an emergency incident.

- None at this time.

3 Situation and Assumptions

3.1 Situation
Wallowa County is subject to a number of disaster circumstances that could occur locally and would create a need for emergency Public Works services.
3.2 Assumptions

- All public works equipment and personnel will be available to cope with any anticipated disaster.
- Without assistance, the Department of Public Works does not have sufficient resources to cope with a disaster.
- Local contractors have resources to assist public works recovery efforts.
- Assistance may be available from sources outside the jurisdiction through mutual aid and other existing agreements.
- Repair and restoration of essential services and vital facilities is possible such that public works can reasonably be expected to accomplish this task.
- Public works will be able to accomplish debris clearance in an emergency.

4 Roles and Responsibilities

During emergencies, public works activities will be managed by the Public Works Director.

The Wallowa County Department of Public Works is responsible for the overall coordination of engineering and public works services supporting emergency response and recovery. The director or designee assigns resources and personnel to respond to, and recover from, any disaster or transportation emergency.

The Wallowa County Emergency Manager is responsible for the overall coordination and management of resources during any type of event, while ensuring that support is provided to all ESF coordinators and command staff throughout the duration of an incident. If environmental or human health concerns arise during response or recovery, the Wallowa County Health Administrator will provide consultation, support staff, and other needed resources or services to assist in ESF 3–related operations.

4.1 Public Works Director

- Coordinate emergency public works activities.
- Train personnel in emergency procedures.
- Develop and initiate mutual aid agreements.
- Identify local private contractors who can provide backup support.
- Develop resource lists.
- Review and update ESF 3 – Public Works and Engineering.
- Repair and restore essential services and vital facilities.
- Participate in development and execution of emergency preparedness exercises.
- Assist in damage assessment.
- Provide training of damage survey teams.
- Provide engineering services and advice.
- Assist Damage Assessment Team.
- Safeguard vital engineering records.
- Report to, or maintain contact with, EOC.
4.2 **City/County Engineer**
- Provide training of damage survey teams.
- Provide engineering services and advice.
- Assist Damage Assessment Team.
- Safeguard vital engineering records.
- Maintain contact with EOC.

4.3 **Street Superintendent**
- Maintain reasonable stockpiles of emergency paving materials.
- Coordinate emergency repair of essential streets, bridges, and storm drain systems.
- Coordinate debris removal from public right-of-way, storm drains, and in or around structures where public safety and/or health are endangered.
- Assist in decontamination.
- Place barricades when needed for public safety.
- Assist in the collection and disposal of refuse.
- Assist in search and rescue operations, as needed.
- Assist in utilities in emergency repairs.
- Provide equipment as needed.
- Maintain contact with EOC.

4.4 **Sanitation Superintendent**
- Coordinate collection and disposal of refuse.
- Provide Radiological Protection monitoring and decontamination of all Public Works field forces.
- Support Street Superintendent with available resources.
- Maintain contact with EOC.

4.5 **Building Maintenance/Inspection Superintendent**
- Perform emergency repairs of essential city and County structures.
- Assist in damage assessment.
- Enforce building codes.
- Inspect shelter sites for structural capabilities.
- Maintain contact with EOC.

4.6 **Public Works Communications Supervisor**
- Establish and maintain emergency power.
- Maintain two-way radio capabilities.
- Maintain and support other emergency communications, as determined by the Emergency Management Director/Coordinator.
- Maintain contact with EOC.

4.7 **Parks and Recreation Department**
- Provide available personnel and equipment to support street superintendent.
- Assist during debris removal and catalog any salvaged unclaimed property removed.
Establish security and storage areas for salvaged unclaimed property.
Release or transfer stored property when directed by proper authority.

5 Concept of Operations

5.1 General
Overall responsibility for providing public works services during emergencies rests with the Board of Commissioners. The Public Works Director will manage his or her resources and equipment and coordinate public work activities through the EOC.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation
- Train personnel in emergency procedures.
- Work with legislative body to ensure that ordinances are created to protect public works system.
- Identify vulnerabilities in public works.
- Provide input into after-action reviews to improve preparedness, response, and recovery capabilities.
- Work with planning commission to ensure that new construction does not increase hazard or vulnerability threat.
- Work with legislative body to improve building codes.

5.2.2 Preparedness
- Ensure that storm sewers are in good repair.
- Ensure that debris removal equipment is in good repair.
- Ensure that adequate barrier and road block materials and equipment are available.
- Review and update all utility and public works maps of jurisdiction.
- Review emergency staffing plans.
- Secure all equipment against damage.
- Organize damage survey teams.
- Place standby equipment in operational readiness.
- Coordinate communications procedures with EOC.
- Review contingency plans and coordinate task assignments with other agencies and volunteer groups.
- Develop procedures to support accomplishment of tasks outlined in annex.

5.2.3 Response
- Survey disaster areas and evaluate in terms of engineering estimates.
- Maintain contact with EOC.
- Repair EOC facilities and equipment, as necessary.
- Assess damage.
- Clear roads, effect emergency repair of water and sewer systems, as necessary.
- Barricade damage areas, as directed.
- Call out private contractors and other assistance, as necessary.
- Assist in search and rescue operations, as directed.

5.2.4 Recovery
- Repair public works and buildings.
- Support decontamination work, as necessary.
- Participate in compiling after-action report and critiques. Make necessary changes and improvements in emergency management plan.
- Make recommendations to legislative body about changes in planning, zoning, and building code ordinances to mitigate impact of future disasters.

6 Direction and Control
The usual supervisors will exercise operational control of public works, with the Public Works Director maintaining overall management of equipment and personnel. The Director will set priorities for resources and coordinate activities with the EOC. When the EOC is activated, a Public Works representative will be dispatched to the EOC. All activities and resources in support of ESF 3 will be coordinated by the County EOC and managed using the Incident Command System (ICS).

The Public Works Director will coordinate the call-up and deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors, while volunteer/auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.

7 Continuity of Government
During most large-scale or complex incidents, the EOC will become the center for all local government control and all major emergency-related decisions.

Lines of succession for personnel have been established and are presented in the Basic Plan and departmental SOPs. Each designated EOC member will have an alternate standby in the event that he or she is absent, unavailable, or unable to respond for any reason. Personnel assigned to duty at the EOC must be given the authority to commit resources for their department or agency.

8 Administration and Support

8.1 Administration
- The timely and efficient response of public works forces will require extraordinary coordination between field forces and the EOC. Priorities assigned by the Public Works Director will facilitate an orderly use of public works forces.
- The Public Works Director shall develop procedures for the emergency hiring of private contractors and individuals to assist in response and recovery.
8.2 Supply and Support
- During periods of increased readiness, supplies should be stockpiled to the extent that independent operations could be sustained for at least four days. A preplanned list will be prepared with stock-level requirements.
- Emergency requests shall be coordinated with the EOC. Subject to the approval of the Emergency Manager, the Public Works Director is authorized to purchase equipment, supplies, and personnel services as necessary to support response and recovery efforts. Adequate records of all purchases will be maintained.

8.3 Transportation and Equipment
- During periods of increased readiness, full fuel loads, extra fuel tanks and appropriate check-outs of essential transportation and heavy equipment will be accomplished. The EOC will be provided with a list of available equipment.
- Any request for additional heavy equipment will be relayed to the EOC where outside support will be pursued.

8.4 Communications
- The public works communications network can be found in Appendix 3. An internal recall roster will be maintained.

8.5 Resource Management
- A listing of available equipment is found in Appendix 1.

8.6 Key facilities
- A listing of key facilities can be found in Appendix 2.

8.7 Records
- All records generated during the emergency will be collected and filed in an orderly fashion so that a chronology of events can be reviewed for future planning, settlement of claims, and lessons learned.

9 Annex Development and Maintenance
The Public Works Director will be responsible for the development and maintenance of this ESF, with support from organizations specified under the Direction and Control section. Each department will develop Standard Operating Procedures that address assigned tasks.

10 Supporting Plan and Procedures
None at this time.

11 References


12 Appendices
Appendix 1 – Wallowa County Resource Inventories
   1-1 – Wallowa County Resource Inventory
   1-2 – City of Enterprise Resource Inventory
   1-3 – City of Wallowa Resource Inventory
   1-4 – City of Lostine Resource Inventory
   1-5 – City of Joseph Resource Inventory

Appendix 2 – Key Facilities
Appendix 3 – Communications Network
APPENDIX 1-1

WALLOWA COUNTY RESOURCE INVENTORY
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APPENDIX 1-2

CITY OF ENTERPRISE RESOURCE INVENTORY
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ESF 3.1: Public Works and Engineering

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APPENDIX 1-3

CITY OF WALLOWA RESOURCE INVENTORY
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APPENDIX 1-4

CITY OF LOSTINE RESOURCE INVENTORY
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APPENDIX 1-5
CITY OF JOSEPH RESOURCE INVENTORY
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APPENDIX 2

LIST OF KEY COUNTY FACILITIES
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APPENDIX 2  List of Key County Facilities

1. Direction and Control
   County Emergency Operations Center (Enterprise)

2. Communication Services
   Transmission Lines
   Transformers
   Relays
   Antennas

3. Law Enforcement Services
   City Police Department (Enterprise)
   County Sheriff’s Office (Enterprise)

4. Fire Services
   Enterprise Fire Department (Enterprise)
   Joseph Fire Department (Joseph)
   Wallowa Fire Department (Wallowa)
   Lostine Fire Department (Lostine)

5. Health/Medical Services
   Wallowa Memorial Hospital

6. Utility Services
   Pacific Power Company (Enterprise)
   GTE (Enterprise)

7. Public Information Services
   KWVR Radio Station (Enterprise)
   Crestview Cable TV Station (Enterprise)
   Wallowa County Chieftan (Enterprise)

8. Population Protection

NOTE: The list is provided as guidance and does not constitute a prioritized list of key facilities.
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APPENDIX 3

COMMUNICATIONS NETWORK
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### Purpose and Scope
Debris Management is one piece of the overall disaster response and recovery efforts for Wallowa County. This plan addresses the specific Debris Management elements to be considered and addressed in the recovery phase of a disaster.

### Mission
The goal of Debris Management in Wallowa County is to facilitate and coordinate the removal, collection, and disposal of debris following a disaster and to mitigate against any potential threat to the health, safety and welfare of the impacted citizens; expedite recovery efforts in the impacted areas; and address any threat of significant damage to improved public or private property. Reduction and recycling practices will be used when appropriate.

### Situation
Natural and man-made disaster precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building/construction materials, vehicles, and personal property.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

In a major or catastrophic disaster, it is difficult for many State agencies and local governments to locate staff, equipment, and funds to devote to debris removal, in both the short- and long-term.

Private contractors play a significant role in the debris removal, collection, reduction and disposal process of State agencies and local governments.

The debris management program implemented by State agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and landfilling, respectively.

### Roles and Responsibilities
The Wallowa County Public Works (WCPW) agency is responsible for the development, monitoring, and implementation of the Debris Management Plan. WCPW will work cooperatively with local cities. The Plan must be implemented in conjunction with other activities through the EOC.

The County is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in each agency’s procurement process. All State agencies and local governments that wish to
participate in such agreements should be identified prior to the development and implementation of the agreement.

Intergovernmental Agreements (IGAs) with appropriate agencies should be developed among the State, counties, cities, public works agencies, and local utilities to establish priorities to emergency infrastructure.

5 Implementation
In the event of an emergency or disaster in Wallowa County that is of sufficient magnitude to necessitate the activation of the jurisdiction EOC, this Debris Management Plan may automatically be implemented, with appropriate elements utilized to deal with the event.

6 Concept of Operations
The following task assignments need to be made:
- Staff development/responsibilities – Human Services Director or as assigned;
- Mutual aid – Public Works Director or as assigned;
- Volunteers/Other agencies – Wallowa County Emergency Services (WCES) or as assigned;
- Temporary debris storage site evaluation – Landfill Supervisor;
- Debris forecasting estimating – Public Works Director or as assigned;
- Contract development and monitoring – County Legal Counsel;
- Initial damage assessment responsibilities – WCPW/WCES;
- Preliminary damage assessment responsibilities – WCPW/WCES;
- Recorder for documentation
- Public Information Officer

The following ICS structure may be implemented or modified to manage the debris operation. Sample:

6.1 Pre-Disaster and Post Disaster Action
Emphasis should be placed on planning issues necessary to develop or update the Debris Management Plan. Specific actions are listed below.

6.1.1 Normal Operations
- Develop list of available contractors;
- Develop sample contracts with generic scope of work to expedite the implementation of their debris management strategies;
- Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims (see appendix 3);
- Coordinate with regulatory agencies;
- Review local ordinances;
- Review local, State, and Federal environmental regulations; and
- Develop mutual aid agreements with State agencies and local governments.
6.1.2 Increased Readiness
If a natural or man-made disaster is threatening the local area:
- Review and update plans, SOPs, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal processes;
- Alert local departments that have debris removal responsibilities, ensuring that personnel, facilities, and equipment are ready and available for emergency use;
- Relocate personnel and resources out of harm’s way and stage in area where they can be effectively mobilized; and
- Review potential local and regional debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.

6.1.3 Response
- Activate debris management plan, and coordinate with needs assessment team;
- Begin documenting costs;
- Coordinate and track resources (public and private);
- Establish priorities regarding allocations and use of available resources; and
- Identify and establish debris temporary storage and disposal sites.

6.1.4 Recovery
- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner;
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions; and
- Perform necessary audits of operation and submit claim for Federal assistance.

6.2 Debris Removal Priorities
- Clear debris from key roads to provide access for emergency vehicles and resources;
- Provide access to critical facilities; and
- Eliminate debris related to threats to public health and safety.

6.3 Debris Categories
To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations be standardized. Modifications to materials/contaminated soils and debris generated by the event will be handled in accordance with Federal, State, and local regulations. The categories of debris are:
- Burnable Materials
  - Burnable Debris
  - Burnable Construction Debris;
- Stumps; and
- Ineligible Debris.
7 Contract Development

Contracts should be developed with:
- Temporary site owners/operators;
- Haulers;
- Collectors;
- Trainers – Develop and deliver training for damage assessment, site monitoring, and debris estimation;
- Phone company – Activate lines and additional hotline information;
- Computer company – Provide facility and equipment for hotline operators;
- Print shops;
- Media-Public Relations – Public information.

7.1 Types of Contracts
- Lump Sum (first 72 hours),
- Unit Price for follow up,
- Personal Services – trainers, inspectors, hotline operators, and
- Land-lease Agreement with Landowners.

7.2 Specifics
- Pre-approved pricing,
- Identification of critical routes,
- Incentives – recycling, complete early,
- Recycling goals,
- Odor abatement,
- Vector control,
- Length of storage to processing, and
- All reserve right to hire other contractors, sub-contractors.

7.3 Contract Monitoring
- Mutual aid agreements, and
- Private contractors to supplement our staff.

8 Storage Site

These sites will be identified by the site selection teams from the county public works agencies with assistance from local municipalities. Technical assistance may also be available from State or Federal agencies.

The site selection size and area should comply with all applicable County, State, and Federal rules and regulations.

The site used in this plan may be a temporary or a permanent site. Sites may be restricted for one type of material, or they may be classified as multi-use. The priority land ownership should be County, local special district, State, Federal, and, lastly, private property, taking into consideration road condition and access.

Prior to a disaster, sites may be identified as potential areas and inventoried. Prior to use of a site, the following activities may be completed:
- Site Survey,
- Documentation,
- Soil sampling,
9 Initial Damage Assessment
Wallowa County Public Works, has primary responsibility for collecting the initial damage assessment (IDA) information regarding damage that has occurred to the infrastructure of Wallowa County. This includes damage to bridges, roads, rights-of-way, culverts, and other lifeline systems under the responsibility of the local government. The IDA must also include estimating the amount and type of debris that will need to be removed/cleaned up.

For reporting, tracking, billing, and other documentation purposes, Debris Removal Activities will be recorded on IDA reporting forms. This will facilitate the transfer of information to the appropriate reporting categories for the State and FEMA.

The City/County Building Codes Official or designee has the responsibility to collect IDA information on government-owned buildings, to include estimating the amount and type of debris that will need to be removed/cleaned up.

All IDA information will be forwarded to the EOC and will be collated in the Damage Assessment Section to determine the overall scope of damage to the public infrastructure, to estimate financial impact, and to estimate the amount of debris that will need to be dealt with.

Individual citizen and business/industry debris information may not be readily available. The IDA information collected for the general public does not currently address this particular issue. Information from the American Red Cross Windshield Survey does include limited information on damages to homes, which could be utilized to determine an extremely rough debris management estimate to be included with the public infrastructure information.

Information and figures generated as part of the IDA are a rough estimate only to be utilized by OEM to determine the need to request a preliminary damage assessment (PDA) from FEMA. All IDA information will be forwarded to OEM.

10 Preliminary Damage Assessment
In the event there is the potential for Federal assistance, FEMA may send a team to conduct a joint PDA. Public Works is responsible for providing staff to participate in the joint Preliminary Damage Assessment Team representing local government. The PDA is a quick visit to the disaster area, normally conducted in a 24–48-hour period. Only the larger areas of damage are assessed in this type of review.
11 Debris Forecasting/Estimation
Prior to the event, develop building and block plans with construction companies. Debris estimates per building and per block can then be established in both cubic yards and tons, and information can be maintained at local fire departments, the Building Inspection Department, and the Tax Assessors Office.

Aerial and surface photos, along with vegetative cover maps, will be taken and updated on a regular basis.

Damage assessment teams and debris estimation teams will be trained on how to utilize the above formula and information in developing their figures for the initial and preliminary damage assessments, and to provide debris estimates in tonnage cubic yards.

Debris Estimation Teams to assist Damage Assessment Teams will consist of people from the following professions:
- Engineer,
- Public Works,
- Environmental Agency, and
- Waste Hauler.

Additional teams will be identified from surrounding jurisdictions and accessed through mutual aid or intergovernmental agreements. Contracting will supply training for additional team members.

Debris estimates will be grouped into the following categories whenever possible:
- Construction/Demo,
- Woody,
- Mixed,
- Metal, and
- Household Hazardous/Toxic Waste

Aerial, surface, and vegetation maps will be updated. All news videos will be reviewed to aid in debris estimation.

12 Public Information Activities
The PIO will be responsible for working with the debris manager/coordinator, Incident Commander, or assigned personnel to educate the public on recycling and debris disposal methods. Press releases will be issued through currently established media links. A flier will be created and distributed from structure to structure (household to household) outlining disposal methods.

13 Volunteer Management
A volunteer manager will be appointed to coordinate volunteers. Only volunteers from recognized agencies will be utilized. A phone bank should be created.
Additional volunteers will be used to go from structure to structure with the flier to educate the public on debris recycling. It will include:

- Five types of debris recycling and what they are;
- Dates that the volunteer will be in the neighborhood to assist in questions about separating debris;
- Dates and times that a pickup will occur in the neighborhood; and
- The hazards of burning debris, hazardous materials, toxic fumes, smoke, and other materials.

Volunteers will leave the flyers on the doors and will be available for questions if the occasion arises.

Note: Volunteers can be emergent volunteers who call in or can be city or state employees who have been displaced or reassigned until normal duties can be reestablished.

14 Federal Agencies
In the event of a Presidentially Declared Emergency or Disaster, Debris Management activities may be coordinated with State and Federal agencies. In a large-scale event, Debris Removal activities may be written as a Category A project, in which case mission assignment/assistance will be tasked to a Federal agency. Agencies include, but are not limited to, the Department of Transportation, the U.S. Military, the U.S. Army Corps of Engineers, and other Debris Management specialists.
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ESF 4  Firefighting
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ESF 4 Tasked Agencies

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<th>Wallowa County Fire Department</th>
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<tr>
<td>Supporting Agencies</td>
<td>City Fire Chiefs</td>
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<tr>
<td></td>
<td>Oregon Dept of Forestry</td>
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<td>United State Forest Service</td>
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1  Purpose and Scope
ESF 4 provides a mechanism for coordinating firefighting services to meet the demands of a disaster situation. In addition to firefighting, responsibilities in rescue, warning, and radiological protection operations are addressed.

2  Policies and Agreements
Wallowa County mutual aid agreements supporting this ESF are currently in place and available through the Emergency Manager and will be made available at the County EOC during an emergency incident. All Wallowa County fire service districts and departments have entered into an agreement to provide assistance in response to a fire or public safety incident during times of emergency.

3  Situation and Assumptions

3.1 Situation
Fire prevention and control are daily problems faced by fire services personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection, including conflagrations, forest fires, nuclear attack, and hazardous materials accidents. Severe structural damage from these hazards could result in people being trapped in damaged and collapsed structures, missing persons, and the dead.

3.2 Assumptions
Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and Federal agencies. A trained, equipped, organized rescue service will provide the capability to conduct rescue operations. All agencies involved in Wallowa County and its cities will use the ICS.

4  Roles and Responsibilities
The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

4.1 City Fire Departments
- Coordinate all fire services activities within the City.
- Provide fire control.
- Provide fire prevention.
- Assist with warnings. (See ESF 2.)
ESF 4: Firefighting

- Support shelter/mass care operations. (See ESF 6.)
- Assist in evacuation. (See ESF 6.)
- Assist in control of hazardous materials. (See ESF 10.)
- Enforce fire code.
- Prepare of appropriate mutual aid agreements.
- Support other public safety operations.
- Perform rescue operations.

4.2 Rural Fire Service
- Coordinate all fire services activities within the County.
- Provide fire control.
- Provide fire prevention.
- Assist with warnings. (See ESF 2.)
- Support shelter/mass care operations. (See ESF 6.)
- Assist in evacuation. (See ESF 6.)
- Assist in control of hazardous materials. (See ESF 10.)
- Enforce fire code.
- Prepare appropriate mutual aid agreements.
- Support other public safety operations.
- Perform rescue operations.

4.3 Bureau of Land Management
- Maintain primary responsibility for fires on Federal land.
- Support local fire control operations.
- May provide resources to the County in the event of a local emergency or disaster that threatens life or property.

4.4 U.S. Forest Service
- Maintain primary responsibility for fires on Federal land.
- Support local fire control operations.

4.5 Military Support
- Support local fire control operations.

5 Concept of Operations

5.1 General
The responsibilities of fire services in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations, hazardous materials, and support for radiological protection activities.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation
- Enforce fire code.
- Provide public fire safety information programs.
5.2.2 Preparedness
- Maintain equipment.
- Train fire personnel.
- Develop communications procedures.
- Train rescue and Emergency Medical Services (EMS) personnel on a regular basis.
- Test, maintain, and repair equipment on a scheduled basis.
- Revise and update response plans at regular intervals.

5.2.3 Response
- Contain, control, and extinguish fires.
- Initiate rescue missions, as necessary.
- Operate local warning system. (See ESF 2.)
- Perform radiological protection measures, as necessary.
- Control hazardous materials incidents within capability, requesting assistance as needed. (See ESF 10.)

5.2.4 Recovery
- Inspect restored or reconstructed buildings.
- Perform or assist in decontamination.
- Recommend condemnation of unsafe buildings.

6 Direction and Control
Routine operations will be handled by standard procedures, utilizing the ICS. During major emergency or disaster situations, which require Wallowa County EOC activation, the Chief Fire Officer will be responsible for coordinating all emergency fire service operations within the jurisdiction of the Wallowa County EOC, utilizing the ICS/EOC interface.

An on-scene ICS shall be established at the site(s) of a disaster situation in conjunction with other responding agencies, such as law enforcement, EMS, and public works. Fire service personnel on-scene will be in command of fire suppression activities and report to the Chief Fire Officer in the EOC, utilizing the ICS/EOC interface.

The Chief Fire Officer will establish and maintain communications with the on-scene ICS and direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC. If local capabilities are exceeded, the Chief Fire Officer will request outside assistance utilizing the State Fire Marshall Fire Service Mobilization plan. Outside assistance will be provided from mutual aid agreementsState sources, and/or Federal sources.

7 Continuity of Government
Lines of succession to each department head are determined according to the SOPs established by each department.
8 Administration and Support

8.1 Communications
The fire communications network is shown in Appendix 1. The Fire Service will operate a base station in the EOC communications center during response operations. An internal recall roster will be maintained. All communications shall utilize the ICS.

8.2 Resources
A listing of available fire department resources is found in Appendix 2.

9 Supporting Plan and Procedures

10 Annex Development and Maintenance
It is the responsibility of each fire department to ensure its own operational capabilities. The County Fire Chief will coordinate the planning of all fire services related to emergency management operations and ensure the maintenance of this annex. Each agency will develop SOPs that address assigned tasks.

11 References

FEMA, 1982. FEMA Attack Environmental Manual, Chapter 3; What the Planner Needs to Know About Ignition and Spread, CPG 2-1A3.


12 Appendices
Appendix 1 – Communications Network
Appendix 2 – Fire Department Resource Inventories
   2-1 – Enterprise Fire Department Resource Inventory
   2-2 – Wallowa Fire Department Resource Inventory
   2-3 – Lostine Fire Department Resource Inventory
   2-4 – Joseph Fire Department Resource Inventory
APPENDIX 1

COMMUNICATIONS NETWORK
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APPENDIX 2

FIRE DEPARTMENT RESOURCE INVENTORIES
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APPENDIX 2-1

ENTERPRISE FIRE DEPARTMENT RESOURCE INVENTORY
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APPENDIX 2-2

WALLOWA FIRE DEPARTMENT RESOURCE INVENTORY
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APPENDIX 2-3

LOSTINE FIRE DEPARTMENT RESOURCE INVENTORY
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APPENDIX 2-4

JOSEPH FIRE DEPARTMENT RESOURCE INVENTORY
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ESF 5  Emergency Management
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1 Purpose and Scope
ESF 5 provides for direction, control, and management of County and municipal emergency operations, as well as allocation and coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident management system and command structure in place for the jurisdiction (inclusive of all types of hazards), as well as designation of primary and alternate County EOC.

2 Policies and Agreements
None at this time.

3 Situation and Assumptions

3.1 Situation
To provide the most effective response to an emergency, all efforts should be coordinated through a central office. The Wallowa County Emergency Operations Center located at 104 West Greenwood Street (Sheriff’s Department) has been designated as the base for all emergency management organization (EMO) activities.

3.2 Assumptions
The response activities are based on an all-hazards approach to emergency management utilizing NIMS and will direct comprehensive and coordinated emergency management.

4 Roles and Responsibilities
Roles of Wallowa County Emergency Management during all phases of emergency operations include the following:
- Develop and maintain the County Comprehensive Emergency Management Plan, including the Emergency Operations Plan (EOP);
- Coordinate the development, revision, and dissemination of ESF annexes, agency-specific operational procedures, and supporting documentation to the County emergency operations and management plans;
- Offer seminars, exercises, and training courses in emergency management subjects for County personnel and support agencies;
- Maintain and update a Countywide emergency resource list, including copies of supporting intergovernmental and mutual aid agreements;
- Review EOPs and SOPs;
- Confirm interoperability and available capabilities for communication with local response partners, tribal entities, regional response partners, state government, neighboring jurisdictions, and other support services;
- Activate County EOC, and implement a command and control structure appropriate to the emergency situation at hand; and

### ESF 5 Tasked Agencies

<table>
<thead>
<tr>
<th>Primary Agencies</th>
<th>Wallowa County Emergency Management</th>
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</table>

ESF 5-3
Provide ICS/NIMS training and exercise programs incorporating all response partners;

5 Concept of Operations

5.1 General
The EOC is the key to successful response operations where decision-makers gather at one location to coordinate manpower and resources efficiently and effectively. Coordination of activities will ensure that all tasks are accomplished with little duplication of effort. During incidents that involve multiple jurisdictions, a multi-agency coordination center (MAC) will be established to best coordinate response efforts.

5.2 Actions by Phase of Emergency

5.2.1 Mitigation
- Develop the EMO and EOC
- Provide adequate communications capabilities
- Keep EOC operational

5.2.2 Preparedness
- Instruct official on EOC operations
- Stock adequate food and water supplies
- Stock adequate administrative supplies
- Maintain a constant schedule of testing, maintenance and repair of equipment to ensure an advanced state of readiness

5.2.3 Response
- Activate the EOC, as necessary
- Initiate response activity
- Coordinate all operations through the EOC

5.2.4 Recovery
- Continue response operations as needed
- Begin recovery activities
- Release unnecessary personnel and begin to deactivate the EOC

5.3 Execution
- The Emergency Manager, under the direction of the Wallowa County BOC, will activate the EOC.
- The Emergency Manager, or designee, will assume responsibility for coordination of emergency operations/actions via the EOC and will provide overall direction and control of the EOC.
- When multiple cities are involved in the emergency incident, a MAC will be established.
The Emergency Manager will determine the level of staffing required, based on the situation, and will alert the appropriate personnel, agencies and organizations.

Emergency operations will be conducted by government forces and augmented as required by trained auxiliaries, volunteer groups, and forces supplied through mutual aid agreements. State and/or Federal support will be requested if a disaster situation so dictates.

Communication equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.

The Incident Commander may establish an On-Scene Command Post at the scene and will maintain close contact and coordination with the EOC.

Heads of agencies, departments, and organizations are responsible for emergency functions assigned to their activities, as outlined in the appropriate annex to the emergency management plan.

The EOC may operate on a 24-hour basis during the emergency, and the staff may be required to work 12-hour shifts. Department heads shall identify two additional designees to participate in emergency operations due to an emergency or disaster.

The Emergency Manager will notify OEM in Salem via the Oregon Emergency Response System (OERS) (1-800-452-0311) upon activation of the EOC due to an emergency or disaster

6 Direction and Control

During emergency operations, the EOC staff is organized into four groups, as shown below and in Appendix 1. The County Emergency Manager will serve as EOC manager and will ensure the operational effectiveness of the EOC.

- The Planning (Executive) Group consists of the Emergency Manager, Commissioner(s)/City Council representative, County Sheriff, County Fire Chief, and jurisdictions legal counsel. This group is responsible for all major operational decisions.
- The Operations Group and their field personnel are responsible for conducting response activities. The Operations Group may be folded in with the Planning Group during small-scale incidents.
- The Logistics (Communications) Group is responsible for tasks like food and porta-potties and all communications activities. Communications includes EOC radio operation, EAS, liaison with 911 Communications Center, public warning and information and media relations.
- The Finance (Administrative) Group includes all EOC support staff such as fiscal management, message coordinators, security services, legal services, County/City Clerks, and damage assessment teams.

7 Continuity of Government

During most large-scale emergency responses, the EOC/MAC will become the center for all local government control. From there, all major emergency decisions will be made. Lines of succession for personnel have been established and are presented in the Basic Plan and may also appear in individual
departmental standing operating procedures. Each department head shall identify two additional designees to participate in emergency operations as backup.

8 Administration and Support

8.1 Emergency Operations Center
The Primary EOC is located at the Wallowa County Sheriff’s Department. The facilities include the following.
- Wood framed structure.
- Backup emergency generator and necessary supply of fuel.
- Working area includes one room known as the Sheriff’s Conference room.
- All communication equipment necessary for conducting emergency operations shall be monitored and updated per the Strategic Communications Plan (2005).
- Kitchen facilities for the provision of food and water for EOC staff during EOC activation.

8.2 Alternative Emergency Operations Center
Should the primary EOC become unusable, emergency operations will continue at the Wallowa County Health Care District (Memorial Hospital) located at 601 Medical Parkway, Enterprise.

8.3 Mobile Emergency Operations Center
The Search and Rescue Communications Trailer can also serve as an alternative or mobile EOC with a reduced staff.

8.4 On-Scene Command Post
During emergency operations, it may be necessary to set up an on-scene command post to coordinate response activities at the scene. Should such a situation arise, the Emergency Manager, in conjunction with the Incident Commander, will appoint an individual to direct the command post. Pending availability, a mobile command post may be used in accordance with existing mutual aid agreements.

8.5 Reports and Records
The use of reports and records will vary according to the type of emergency being handled.
- Messages – All requests for assistance and all general messages will be handled using appropriate procedures and forms.
- Initial Disaster Report – This short report is designed to provide state officials with basic information about an emergency situation.
- Operational Situation Report – These reports are compiled daily and forwarded to OEM to keep State officials informed about the current status of operations.
Duty Officer Log – A record of major events during EOC operations will be compiled by a member of the support staff under the direction of the Planning Section Chief.

Security Log – The security personnel at the entrance will maintain a record of all persons entering and leaving the EOC.

Other Reports – Additional operational reports may be necessary.

8.6 Security
All persons entering the EOC may be required to check in at a Security Desk located at the main entrance. Personnel will be issued a pass to be worn while in the EOC and returned when they leave the premises. There are three types of passes.

8.7 Media
A media room will be established near the EOC, most preferably in the County Court House (Court Room) 101 South River Street, Enterprise. Scheduled news conferences will be held at regular intervals. Media personnel may be allowed entrance into the EOC in small groups accompanied by the PIO with prior approval.

9 Supporting Plan and Procedures
None at this time.

10 Annex Development and Maintenance
While the Emergency Manager will be responsible for the overall contents of this ESF, all EOC staff will be responsible for being familiar with its contents. The Wallowa County Emergency Manager will be responsible for the development and maintenance of this Annex. Each participant group shall develop internal SOPs that address assigned tasks.

11 References


12 Appendices
None at this time.
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Mass Care, Emergency Assistance, Housing and Human Services
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1 Purpose and Scope
ESF 6 provides non-medical mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

Victims are fed through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within the County. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of ESF 6 include the following.
- Providing assistance for victims’ short- and long-term housing needs.
- Supporting and coordinating resources required for crisis counseling and other mental health-related services immediately following an emergency, particularly as services are needed at shelters.
- Coordinating and identifying individuals with special needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

2 Policies and Agreements
None at this time.

3 Situation and Assumptions

3.1 Situation
- Facilities may be needed in Wallowa County for both the direct and indirect effects of a hazard.
- Protective shelters, i.e., indirect effects shelters, are life supporting. Due to the facility design, they will afford protection from the direct effects weathered emergencies. In the case of a nuclear attack, these shelters are designed as NFS facilities.
ESF 6: Mass Care, Emergency Assistance, Housing and Human Services

- Mass care facilities, i.e., indirect effects facilities, are life supporting. They are needed for support from the effects of hazards causing evacuations of areas flooded, near an explosion or chemical spill, etc. These facilities are designated as Reception and Care facilities.
- The Wallowa County Hazard Analysis identifies hazards that could cause an evacuation of some portion of Wallowa County. Although Wallowa County has a resident population of approximately 7,000, only a few scenarios would require shelter and mass care, ranging from a few families to as many several thousand persons. These scenarios would include severe flooding, wildland fires, or hazardous materials accidents in or near the Cities of Enterprise, Joseph, Wallowa, or Lostine.

3.2 Assumptions

- Although local government has the overall responsibility, the American Red Cross will manage and coordinate sheltering and mass care operations within their capability.
- Until such time that the American Red Cross arrives on-scene, local government will manage and coordinate all shelter and mass care activities.
- Other professional and volunteer organizations that normally respond to emergency situations will do so.
- Assistance from outside Wallowa County through mutual aid agreements with other counties and from State- and Federal-level emergency agencies will be available.
- Facilities planned for shelter and mass care use will be available at the time of need.
- Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- Essential public and private services in reception areas will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.
- There will be instances where the complete shelter/mass care operation will not be implemented; however, people who would not normally be clients of local and state human services agencies will require some form of public assistance under emergency conditions.
- The American Red Cross will provide assistance to disaster victims.
- Other professional/volunteer organizations that normally respond to emergency/disaster situations will do so.
- Churches and church groups are a vital community resource and will function as support organizations to provide assistance to disaster victims.
4 Roles and Responsibilities
The ultimate responsibility for the care of evacuees and displaced disaster victims rests with the Emergency Manager. A designated member of the EOC staff will serve as the Wallowa County Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, American Red Cross, other state supported agencies, volunteer agencies and mutual-aid agreements with various support groups.

4.1 Emergency Manager
- Develop shelter and mass care programs.
- Develop human service programs.
- Notify the American Red Cross of a need for shelters, estimated persons affected, and evacuation routes.
- Inform the public.

4.2 Shelter Officer
- Establish American Red Cross contact.
- Identify volunteer agencies and develop emergency agreements. (See Appendix 1.)
- Identify potential protective shelters and mass care facilities.
- Ensure that mass care facilities are staffed and feeding is available.
- Coordinate the distribution of donated clothing.

4.3 Human Services Officer
- Identify volunteer agencies and develop emergency agreements.
- Solicit and distribute clothing and food from various agencies and individuals.
- Assist registration of evacuees/victims.
- Assist shelter managers by providing special care for sheltered groups such as unaccompanied children, the aged, and others.
- Coordinate crisis counseling assistance for disaster victims/workers.
- Staff Disaster Application Centers (DAC), as required.

4.4 Law Enforcement
- Provide security and law enforcement at shelters facilities, where possible.
- Provide back-up communications.

4.5 Fire Service
- Inspect shelter and mass care sites for fire safety.
- Provide and maintain shelter fire extinguishers.
- Train shelter personnel in fire safety and suppression.

4.6 Transportation
- Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pickup points--including special needs groups.
4.7 Health and Medical
   - Coordinate medical assistance at mass care facilities.

4.8 Mental Health Authority
   - Provide crisis counseling for disaster victims/workers.

4.9 American Red Cross (through agreement)
   - Staff and operate shelter and mass care facilities.
   - Register evacuees.
   - Provide emergency feeding.
   - Provide emergency clothing.
   - Process inquiries from concerned families outside the disaster area.
   - Provide temporary home repairs.

5 Concept of Operations

5.1 General
The BOC, has the overall responsibility for ensuring the protection and welfare of citizens residing in Wallowa County.

In cooperation with available volunteer disaster assistance organizations, Wallowa County will make available shelter and lodging for people displaced from their residences.

The American Red Cross and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population and to care for their emergency needs by organizing shelter teams, providing services necessary to support the shelter population, registration, or other life support assistance.

In some disasters, the Federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.

5.2 Actions by Phase of Emergency

5.2.1 Mitigation
   - Encourage shelter considerations in architectural design.
   - Identify volunteer groups.
   - Develop a shelter and mass care capability.
   - Encourage residents to plan a home shelter facility.
   - Identify population groups requiring special assistance during an emergency (i.e. senior citizens, handicapped).
5.2.2 Preparedness
- In coordination with the American Red Cross, identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- With the American Red Cross, obtain cooperation of facility owners for use as mass care facilities and protective shelters.
- Train facility shelter managers.
- Maintain feeding supplies.
- Identify sources of food and clothing.
- Coordinate training and communication procedures.
- Coordinate responsibilities with other agencies and/or volunteer groups.
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped) and ensure assistance is provided.

5.2.3 Response
- Open and staff shelters and mass care facilities.
- Provide food and clothing as needed.
- Identify Distribution Service Centers.
- Maintain communications between facilities and EOC.
- Assist registration of evacuees and victims.
- Provide information for victims needing additional services.

5.2.4 Recovery
- Deactivate shelters and mass care facilities as necessary.
- Assess continued human needs of victims.
- Inform public of extended care availability.
- Coordinate post-disaster housing needs.
- Coordinate with State and Federal officials on location of DAC.
- Staff DAC.

5.3 Mass Care
Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites.

5.3.1 Registration
The American Red Cross will assist local government in the registration of evacuees and, as applicable, will coordinate information with appropriate government agencies of those evacuees who are housed in American Red Cross Shelters.

5.3.2 Temporary Lodging and Feeding Facilities
- The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area to prevent the possibility of the threat extending to the mass care facility. Specific care must be
given to ensure that designated facilities are suitable for lodging institutionalized or special needs groups. Agreements for use of some facilities have been obtained by the American Red Cross. The Emergency Program Manager will obtain permission from owners to use other facilities as required.

- When American Red Cross facilities are opened, it will be the responsibility of the American Red Cross to maintain all functions and staffing according to American Red Cross policy.
- As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. Upon American Red Cross arrival, they will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies.
- The American Red Cross and the Wallowa County Emergency Program Manager will jointly maintain listing of qualified and trained shelter and lodging facility managers.

5.3.3 Protective Shelters
In the context of this annex, protective shelters are facilities designated as able to withstand the ravages of a specific hazard. These are life-protecting and may or may not include the life-supporting features associated with mass care facilities.

5.3.4 Human Services
Unique demands will be placed upon the delivery of human services, including crisis counseling, emergency assistance, and the care of special needs groups. As a consequence, the clientele groups of both local and State human service organizations will increase.

- Crisis Counseling
Disaster victims will be provided emergency counseling services by the Oregon Department of Mental Health and Mental Retardation through the appropriate Mental Health Authority. These services may be augmented by local mental health professionals and members of the local ministerial association.

- Emergency Assistance
Some emergencies will occur that will not require mass care assistance; however, a limited amount of emergency food and clothing will be needed and provided. This assistance will be coordinated by the Human Services Officer through existing Wallowa County staff, volunteer organizations, and church groups.

- Special Needs Groups
Disaster victims and special needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical, and financial). Local and state human service organizations will identify any special needs groups (elderly, handicapped, and non-English-speaking) and, in the event of a disaster, ensure that their needs are met.

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

6 Direction and Control
All activities will be coordinated through the Shelter Officer and Human Services Officer in the EOC. Shelter/lodging facility managers will be responsible for the operation of their individual facilities.

7 Continuity of Government
Lines of succession will be determined by the Emergency Manager as required.

8 Administration and Support
8.1 Records
The American Red Cross will maintain records of all expenses incurred by their mass care activities. The Emergency Manager will ensure that adequate records of local government expenses are maintained.

8.2 Training
The Emergency Manager will ensure that Shelter Management and other appropriate training is made available to officials and volunteers who would participate in mass care activity. Training programs in Shelter Systems and Shelter Management are available through State Emergency Management and American Red Cross Disaster Welfare Inquiry Operations.

8.3 Inquiries
The American Red Cross will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing person’s lists.

8.4 Support
- The status of shelter and mass care facilities will be determined by coordination with the EOC.
- Public school facilities will be a prime consideration for use as emergency mass care facilities. Utilization of these will be coordinated with school officials.
- The permission to use facilities for disaster operations will be secured from the owner or managers of said facilities usually in advance.

8.5 Communications
- The primary communications link between shelter facilities and the EOC will be telephone. If telephones cannot be used or are overloaded, law enforcement personnel will provide radio assistance.
ESF 6: Mass Care, Emergency Assistance, Housing and Human Services

- Shelter managers should arrange for persons in their facilities to monitor set communication sources for guidance and announcements.

9  Supporting Plan and Procedures
   None at this time.

10  Annex Development and Maintenance

10.1 Implementation
- Provisions of this annex concerning mass care will be implemented as soon as a need for temporary lodging or feeding is noted. While a coordinated local government/American Red Cross decision is desirable, the American Red Cross may independently activate their operations.
- Communications will be established with all agencies. In the event of an evacuation, essential personnel including volunteers will be alerted and required material resources (cots, blankets, food, etc) located and prepositioned, if necessary. Medical facilities will be alerted to the possibility of receiving evacuee patients.
- Once the evacuation decision has been made, the selected facilities will begin to receive evacuees.

10.2 Development and Maintenance
The American Red Cross County Chairperson will be responsible for the development and maintenance of this annex. As such, extensive coordination with Wallowa County Emergency Management, support agencies, and volunteer groups will be accomplished.

11  References
American Red Cross (ARC), 1975. Family Service: Referral and Follow-up. ARC #3047.

ARC, 1976. Family Service: Additional Assistance to Families. ARC #2046


FEMA, 1981. Effects of Cultural Differences on Face-to-Face Relationships Between Disaster Victims and Disaster Workers, TD-7


ESF 6: Mass Care, Emergency Assistance, Housing and Human Services


12 Appendices
Appendix 1 – Volunteer Groups
Appendix 2 – Reception and Care Facilities
Appendix 3 – American Red Cross Agreement
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APPENDIX 1

VOLUNTEER GROUPS
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APPENDIX 1  VOLUNTEER GROUPS

The following volunteer agencies provide disaster relief services in major disasters and traditionally provide extensive assistance to local government.

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<thead>
<tr>
<th>Volunteer Groups</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>American Red Cross</td>
<td>Gerald Perren (Field Service Manager)</td>
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<tr>
<td></td>
<td>541-426-4074</td>
</tr>
<tr>
<td>United Way</td>
<td>541-363-1651 (Portland)</td>
</tr>
<tr>
<td>Goodwill Industries</td>
<td>541-585-9423 (Portland)</td>
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In addition to the above-listed relief services, consult the local church directories, service organizations and Boy Scout Troops in your area for various types of relief and support.
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APPENDIX 2

RECEPTION AND CARE FACILITIES
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APPENDIX 2 RECEPTION AND CARE FACILITIES

There are many buildings in Wallowa County where citizens could be temporarily housed in a natural or man-made emergency. Relocation due to flooding or range fires, evacuation from dangerous chemical spills, winter storm-related emergencies such as stranded motorists, and the possible sudden influx of homeless persons could all bring about the need for temporary housing beyond the normal response capabilities of the county. In this event, people could be housed and fed in school buildings, churches, community centers, and other large public or quasi-public facilities.

Housing capacities are based on forty square feet per person in compliance with federal guidelines (net floor area of the building divided by forty equals capacity). Feeding capacities are limited to 1) twice the normal seating capacity, 2) the maximum capabilities of the in-place cooking equipment, or 3) the recommendation of the facility manager, whichever is the lesser number. Flood-prone areas are the 100-year flood plan and fringe areas designated zone “A” on Federal insurance Administration “Flood Hazard Boundary Maps”.

A complete list of possible buildings is kept in the Wallowa County Emergency Services Department.
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APPENDIX 3

AMERICAN RED CROSS AGREEMENT
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ESF 7 Resource Support
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**ESF 7 Tasked Agencies**

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<th>Primary Agencies</th>
<th>Wallowa County Emergency Management</th>
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<tr>
<td>Supporting Agencies</td>
<td>Wallowa County Public Works</td>
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1 Purpose and Scope

ESF 7 focuses on procedures for activating, dispatching, distributing, allocating, and deactivating resources needed for emergency and disaster operations from government, private, or volunteer sources. In addition, ESF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies in the County or region.

Formal pre-incident agreements (i.e., mutual aid agreements or memos of understanding) between government agencies and private sector and/or other nongovernmental entities may be necessary to support ESF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and the adoption of standardized interoperable equipment during emergency response activities. Procedures outlined in this support function include both medical and non-medical resources.

2 Policies and Agreements

Formal mutual aid and cooperative assistance agreements for Wallowa County are listed in Appendix G of the EOP.

3 Situation and Assumptions

3.1 Situation

Wallowa County is subject to a number of emergency or disaster circumstances that could occur locally or that could be part of a national crisis and would require inventorying resources on a continuing basis and to have procedures to use these resources in a timely manner during an emergency or disaster.

3.2 Assumptions

- Shortages in the Wallowa County response resources will occur very quickly in any emergency or disaster that lasts longer than 24 hours, or in certain types of disasters such as prolonged drought conditions.
- Private contractors and volunteer agencies will be willing and able to assist the community during an emergency or disaster.
- Mutual aid agreements with neighboring counties or communities will be invoked, as needed.
- Evacuees being cared for will volunteer to assist, as needed.
- Support is available through requests to State and Federal agencies once local capacity to respond is exhausted.
- Wallowa County agencies will support emergency actions pertaining to resource management.
4 Roles and Responsibilities

During emergencies and disasters, the resource management activities will be managed by individual department heads. These activities will be coordinated through the EOC. For coordination purposes, the Logistics Chief has authority to fulfill requests for additional resources from department heads and will serve as a clearing house for resources made available to Wallowa County.

4.1 Emergency Manager

- During an emergency or disaster, utilize all physical resources within the county.
- Ensure that resource surveys are conducted and maintained.
- Resolve resource priority issues.
- Authorize emergency purchase requests through respective department heads.
- Institute resource controls.

4.2 County Purchasing Director (General Services)

- Identify potential resource providers by major category (i.e. heavy equipment, hardware, transportation, fuel, food, and manpower).
- Coordinate departmental requests for additional resources.
- Develop agreements with outside sources for use of resources.
- Coordinate with private sector for use of personnel, equipment, services, and supplies.
- Screen offers for resources.
- Establish emergency purchasing procedures.
- Maintain records for emergency expenditures related to goods, services, and personnel.

4.3 Individual Department Heads

- Develop and maintain appropriate resource lists of personnel, equipment, and supplies.
- Coordinate emergency utilization of resources.
- Prepare records of emergency expenditures and submit to the County General Services.
- Identify resource needs for special or critical facilities, and submit lists to the Purchasing Director.
- Develop procedures for the movement of equipment and critical supplies for various emergency situations.
- Identify additional emergency resource requirements for personnel, equipment, and supplies related to specific emergencies.
5  Concept of Operations

5.1  General
- During an emergency or disaster, all physical resources within Wallowa County will be utilized when deemed necessary by the Emergency Manager.
- The County assumes no financial or civil liability for the use of publicly or privately owned resources. However, accurate records will be maintained for possible reimbursement.
- Pre-emergency planning dictates that each department assigned responsibilities in the basic plan will identify personnel, equipment, material, and other assigned resources.
- During emergencies, each department head will manage his or her resources to include the resources available through existing mutual aid agreements. If additional equipment, personnel, and material are required, those requests will be relayed to the EOC, where outside support will be pursued. Emergency purchase requests are subject to the approval of the EOC Manager and will be coordinated through the EOC.
- Emergency purchasing procedures will be established and records maintained of expenditures for goods, services, and personnel.

5.2  Actions by Phase of Emergency

5.2.1  Mitigation
- Analyze resource requirements.
- Train personnel on effective use of available resources.
- Designate areas of responsibility for providing resources management support.

5.2.2  Preparedness
- Identify sources of equipment, manpower, and transportation.
- Prepare and update resources list.
- Coordinate resources with other agencies and volunteers to maintain adequate reserves.
- Initiate letters of understanding with private sector organizations and mutual aid agreements with neighboring jurisdictions.
- Establish emergency purchasing procedures.

5.2.3  Response
- Establish priorities and allocate resources.
- Coordinate delivery of resources to response teams and disaster victims.
- Identify resource distribution centers.
- Identify staging areas for out of town emergency response personnel, equipment, and supplies.
- Coordinate local efforts with other agencies.
- Maintain records of emergency-related expenditures, services, and resources rendered during emergencies.
5.2.4 Recovery

- Assess recovery needs.
- Estimate costs of providing resources.
- Assess impact of emergency on available resources, and identify repair, maintenance, and replenishment needs.
- Set priorities and coordinate available resource utilization.
- Maintain appropriate records.
- Disseminate public information regarding resource availability.

5.3 Resource Typing

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

Within many of the resource types are divisions for size, power, and/or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources. The following electronic link provides access to Federal guidance documents supporting resource typing.

- http://www.fema.gov/preparedness/mutual_aid retrieves a FEMA list of acceptable terms for resources requested in a mutual aid context and provides other information.

6 Direction and Control

- The County BOC serves as the overall authority for resource management.
- The department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of their work forces. They will keep the County BOC informed of resource requirements and coordinate emergency resource requests. To the greatest extent practical, potential resource shortages will be projected, identified, and made known to the Logistics Chief.
- Priorities for resource allocation will be established by the EOC staff.
- The Emergency Manager may designate private citizens to coordinate resources obtained from the private sector, but will retain overall responsibility.
7 Continuity of Government

7.1 Lines of Succession
Lines of succession to each department head are determined according to the SOPs established by each department.

7.2 Preservation of Records
Vital records of each department will be protected to the maximum extent feasible. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future plans, settlement of claims, and lessons learned.

8 Administration and Support

8.1 Administration
- Emergency requests shall be coordinated through the EOC.
- Through the department heads, the Finance Chief, shall maintain and retain adequate records of all emergency-related purchases, costs, and expenses incurred in order to support subsequent reimbursement claims and to critique the operation. Conventional accounting methods will be used.

8.2 Resources
- The County General Services Director is responsible for agreements and understandings with private organizations.
- The Emergency Manager with assistance from General Services may initiate mutual aid agreements pertaining to resource support with neighboring jurisdictions.
- The Emergency Manager will advise the County BOC regarding the need and timeliness of requests for State or Federal resource assistance.

9 Annex Development and Maintenance
The Wallowa County Emergency Manager is responsible for the development, exercise, and maintenance of this annex. Each agency will develop SOPs that address assigned tasks.

10 References

11 Appendices
Appendix 1 – Resource Providers
Appendix 2 – Emergency Purchase Order
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APPENDIX 1

RESOURCE PROVIDERS
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## APPENDIX 1  RESOURCE PROVIDERS

### Heavy Equipment

<table>
<thead>
<tr>
<th>Owner</th>
<th>Phone</th>
<th>Type of Equipment</th>
<th>Delivery Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Powers</td>
<td>(541) 426-4749</td>
<td>Excavating</td>
<td>Yes</td>
</tr>
<tr>
<td>Turners</td>
<td>(541) 432-4741</td>
<td>Excavating</td>
<td>Yes</td>
</tr>
<tr>
<td>Larry Jones</td>
<td>(541) 569-2479</td>
<td>Excavating</td>
<td>Yes</td>
</tr>
<tr>
<td>Wm. Dogherty</td>
<td>(541) 886-8651</td>
<td>Logging</td>
<td>Yes</td>
</tr>
<tr>
<td>R. Kellerman</td>
<td>(541) 432-0606</td>
<td>Logging</td>
<td>Yes</td>
</tr>
<tr>
<td>Zacharias</td>
<td>(541) 432-2451 or (541) 432-8821</td>
<td>Logging</td>
<td>Yes</td>
</tr>
<tr>
<td>U.S.F.S.</td>
<td>(541) 426-4978</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Forestry</td>
<td>(541) 886-2881</td>
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### Fuel Distributors

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<tbody>
<tr>
<td>Byrnes Oil Co.</td>
<td>(541) 426-3323</td>
<td>Gasoline</td>
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<tr>
<td>Henderson Fuel</td>
<td>(541) 886-3027</td>
<td>Gasoline</td>
<td></td>
</tr>
<tr>
<td>Liquid Gas</td>
<td>(541) 426-3811</td>
<td>Propane</td>
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### Hazmat response equipment and facilities

<table>
<thead>
<tr>
<th>Type of equipment/facilities</th>
<th>Location</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Hazmat Response Team</td>
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</tr>
<tr>
<td>Local Fire Departments</td>
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<td></td>
</tr>
<tr>
<td>OEM</td>
<td>Salem</td>
<td>(800) 452-0311</td>
</tr>
<tr>
<td>Bu. Of Explosives</td>
<td>Portland</td>
<td>(503) 241-3460 (days)</td>
</tr>
<tr>
<td>Chem-Nuclear</td>
<td>Arlington</td>
<td>(503) 454-2777 (24 hours)</td>
</tr>
<tr>
<td>CHEMTREC</td>
<td></td>
<td>(800) 424-9300 (24 hours)</td>
</tr>
<tr>
<td>Dow Chemical</td>
<td></td>
<td>(415) 432-5437 days</td>
</tr>
<tr>
<td>Mult. HM Van</td>
<td></td>
<td>(503) 221-9009 Emerg.</td>
</tr>
<tr>
<td>Pennwalt Chem. (Chlorep Resp.)</td>
<td></td>
<td>(503) 228-7655 (24 hours)</td>
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<tr>
<td>Poison Cont. Ctr</td>
<td></td>
<td>(800) 452-7165 (24 hours)</td>
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<tr>
<td>Reidel – E.E.S.</td>
<td>Portland</td>
<td>(503) 283-5600 (24 hours)</td>
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<tr>
<td>Shell Chem.</td>
<td></td>
<td>(800) 426-6622 (24 hours)</td>
</tr>
<tr>
<td>Stauffer Chem. (Pesticide Resp)</td>
<td></td>
<td>(503) 242-1793 (24 hours)</td>
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### Personal Protective Equipment

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<tr>
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<tr>
<td>Level C</td>
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### Containment Equipment

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ESF 7-11
### Hazmat response equipment and facilities

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<tr>
<th>Type of equipment/facilities</th>
<th>Location</th>
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<tr>
<td>Local Laboratories</td>
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</tr>
<tr>
<td>Private Consultants</td>
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<td></td>
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<tr>
<td>Universities</td>
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<tr>
<td>Chemical Plants</td>
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### Technical Support Resources

<table>
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<tr>
<th>Location</th>
<th>Areas of Expertise</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

### Wallowa County Equipment Inventory

- State Highway Division (541-426-4320)
- Wallowa County Road Department (541-426-3332)
- Eagle Cap Ranger Districts (541-426-4978)
- Oregon Department of Forestry (541-886-2881)

### City of Enterprise (541-426-4196)

- Public Works
- Police Equipment
- City Office Equipment

### Cities of Joseph (541-432-3832), Wallowa (541-886-2422) & Lostine (541-569-2415)

- Public Works
- City Office Equipment

### Oregon Department of Forestry (541-886-2881)

- Letter of Agreement (fire resources)

### Countywide Fire & Heavy Equipment (private ownership)

- Wallowa County Road Department (541-426-3332)
- Cities of Enterprise, Joseph, Wallowa & Lostine Public Works
- Eagle Cap Ranger District (541-426-4978)
- Oregon Department of Forestry (541-886-2881)
- ODOT Enterprise Maintenance (541-426-4320)
- Jones Excavating Company (541-569-2479)
- Turner Excavating Company (541-432-4741)
- Various local logging companies

### Countywide Medical Resources

- Wallowa Memorial Hospital (541-426-3111)
- Enterprise and Wallowa Ambulances
- Wallowa Mountain Medical Clinic (541-432-7777)
- Winding Waters Clinic (541-426-4502)

### Oregon State Highway Division

- Fatal Accidents
- Signal Malfunctions

ESF 7-12
APPENDIX 2

EMERGENCY PURCHASE ORDER
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Emergency Purchase Order to be added at a later date by Wallowa County
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ESF 8  Public Health and Medical Services
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ESF 8 Tasked Agencies

<table>
<thead>
<tr>
<th>Primary Agencies</th>
<th>Wallowa County Health Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Agencies</td>
<td>Wallowa County Emergency Management.</td>
</tr>
</tbody>
</table>

1 Purpose and Scope

ESF 8 ensures that the following services are provided to disaster victims and emergency response workers to supplement disrupted or overburdened local medical personnel and facilities.

- Public health and sanitation;
- Emergency medical, dental, and hospital services;
- Crisis counseling and mental health services;
- Animal and vector control; and
- Mortuary services.

ESF 8 also refers to services, equipment, and personnel needed to protect the health of the public from communicable disease, contamination, and epidemics including health and symptomatic monitoring, food and water inspections, immunization and mass prophylaxis delivery, laboratory testing, and animal health/disease management (as it pertains to potential or actual impacts on public health). Other essential tasks included within this support function involve providing professional personnel, services, and facilities to relieve victims and their families, first responders, and/or special needs populations of trauma and mental health conditions caused or aggravated by an emergency/disaster or its aftermath. Depending on the nature and severity of the incident, services and resources may be in demand for prolonged periods of time.

Note: Refer to ESF 11 for information regarding incidents/disasters potentially or actually impacting the health of livestock, wildlife, and other animals without concern for impacts to human health.

2 Authorities, Codes and Policies

- Emergency response is primarily a local responsibility ORS 401.015 (2). The State Department of Human Services (DHS) expects that the local health department is an active part of the local response. Therefore, it is a basic assumption of this plan that the DHS’s primary effort will be to support the local health departments. In the absence of a functional local health department, the DHS may assume direct responsibility to the best of its ability. If state resources are exhausted, the DHS will request Federal support in coordination with the Oregon Emergency Coordination Center (ECC) in accordance with the State EOP. It is the assumption of the DHS that local health departments will have, or have immediate access to, plans that are annually reviewed and exercised.
- Public health law governs public health duties and responsibilities, the authority of public health officials, and legal restraints on the exercise of public health authority.
It is important to emphasize that in Oregon, counties are directly responsible for protecting the public’s health. The local Health Administrator can, and often does, delegate the duty and authority to enforce State statutes and County and City codes and ordinances to the local county Health Officer (LHO). State law does not give the State Department of Human Services’ Public Health Division the same degree of responsibility to act in the public’s health interests that is assigns to local county government. Selected public health authorities are attached in A-1 of this Chapter, included but not limited to:

- Powers of local government in an emergency response – ORS 401
- Authority of the Health Department and Health Officer – ORS 431
- Investigation and Control Measures; Isolation & Quarantine – ORS 431/433
- Emergency Preparedness – OAR 333.014.0050; ORS 401; 488.160; 469.611
- Confidentiality of Information – ORS 192
- Health Insurance Portability and Accountability Act of 1996 (HIPAA);
- Policies Governing Acquisition of the Strategic National Stockpile; and
- Regulations - Packaging and Shipping of Diagnostic Specimens and Infectious Substances.

See Appendix 1 for additional information on Authorities, Codes and Policies

3 Situation and Assumptions

3.1 Situation

- Residents of Wallowa County are vulnerable to a large number of disaster occurrences and possible terrorist acts, which could result in a need for public health services.
- The Health Department serves as the Health Authority of Wallowa County by enforcing laws, which protect the health of the people of Wallowa County.

3.2 Assumptions

- This Annex shall be utilized by county emergency management officials to help them understand the role and capabilities of the Wallowa County Health Department.
- The Public Health Director, or designee, will be at the County EOC and coordinate, as necessary, with the County Health Officer, hospitals, School District, American Red Cross, Public Works, Fire, Law Enforcement, and others to ensure that adequate support services are available in meeting the health and welfare needs created by the incident.
- The Health Department Administrator will assign at least one person to work within the County Joint Information Center that will act as Health-
Public Information Officer to help disseminate health information to the media or public.

4 Roles and Responsibilities
The Wallowa County Health Department has primary responsibility to provide the following services in response to emergency situations. (Agencies involved with the Health Department are in parentheses):
- Public health protection for the affected population;
- Mortuary and vital records services (Mortuary);
- Damage assessment for public health and medical facilities and systems. (Hospital);
- Public and media information programs dealing with public health, personal health and personal hygiene (County PIO);
- Coordinate disease surveillance and control operations including mass prophylaxis/vaccination;
- Coordinate Environmental Health activities, including:
  - Solid Waste and Wastewater Disposal,
  - Food and Water Safety, and
  - Vector Control (Health Department);
- Potable Water Supply (Wallowa Public Works/EMS);
- Collect Vital Statistics/Assessments;
- Compile health reports for state and federal officials (Hospital);
- Identify potential or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects;
- Maintenance of medical supplies (Hospital);

4.1 Public Health Notification
- Health Department personnel shall utilize established communication facilities and networks that are used in normal day-to-day operations.
  - Day to Day communications include the HAN and the employee notification system embedded in the program.
- Health Department personnel will be available 24 hours a day and 7 days a week. A designated staff member will be wearing a pager that can be contacted through 9-1-1 or the Wallowa County Sheriff’s Office 541-426-3131.

4.2 Public Health Activation
- For a large scale event, Wallowa County Health Department shall operate within the EOC located in the County Courthouse, 101 S. River Street, Enterprise, OR. The EOC shall provide a centralized management center to facilitate policy making, as well as coordination and control of operating forces. The Health Department Administrator shall be responsible for developing policies relating to health and welfare services.
- For smaller incidents that only affect the health department, the department will operate out of the public health building unless a prior agreement has been adopted between the health department and EOC to always co-locate.
4.3 Public and Media Information

- Public information related to an emergency event shall be coordinated in the EOC by the PIO and released only with the approval of the Incident Commander.
- The Health Department will provide a PIO to support the county PIO on health related issues.

5 Concept of Operations

5.1 Disease/Health Threat Investigation

- Primary responsibility for conducting the investigation of a public health disaster rests with Wallowa county public health and local environmental health services. In a terrorism event, public health investigation will be coordinated with the criminal justice system, including the Federal Bureau of Investigation. The county sheriff, or a designated law enforcement official, will act as the liaison between public health and the criminal justice system officials conducting the investigations.
- Local environmental health staff may be responsible for sample collection and analysis. In some situations, a contractor may collect the samples and analyze them. The Oregon Department of Agriculture (ODA) will be involved if there is a contamination of grocery stores, farm animals or crops.
  o Public Health Emergency Assessment
    - Detection of Exposure
      a) The health department officials will determine the protocols for active surveillance. If active surveillance is needed, local public health will notify area physicians/clinics, hospitals, nursing homes and other agencies concerning the surveillance plan. This will include the need to report disease and instructions about the collection and transport of samples and specimens for laboratory analysis to be evaluated by the Oregon State Public Health Laboratory and other appropriate state agencies.
      b) If environmental contaminants are suspected, county emergency management and the health department will coordinate sample collection and analysis with the State Center for Environmental Health Systems (CEHS) to identify environmental contaminants, including contamination of groundwater, drinking water supplies and food and beverages. The CEHS, in conjunction with local public health, will be responsible for providing the protocols for continuing environmental monitoring as needed.
- Conducting the Epidemiological Investigation
  a) The epidemiological investigation will characterize the outbreak emergency, including source and spread of the disease as well as the agent and the at-risk population. Based on this investigation and available assessment data, recommendations will be made to the appropriate Public Health Officer regarding prevention/mitigation plans, including treatment and prophylaxis of at-risk population.
  b) The State office of Disease Prevention and Epidemiology will have primary responsibility for coordinating the investigation efforts unless the health department has the capability and resources to conduct the epidemiological investigation.
  c) The county public health officials will coordinate with the State, area providers/clinics, hospitals, and other involved agencies when conducting epidemiological investigations to determine the source and spread, populations at risk and to develop a prevention plan. This may include providing staff, phone banks, cell phones, and other assistance, as needed.
  d) The public health department will have primary responsibility for coordination of investigation logistics, including communications with emergency operations planning staff at the local level.
  e) Environmental Health Investigations
- Food and Water. Public health and local environmental health will work with the CEHS to investigate food and water-borne outbreaks. This includes an environmental evaluation of the food facility or water source suspected of causing the disease outbreak. For outbreaks at grocery stores and meat packing plants, this will be coordinated with the ODA and the United States Department of Agriculture.
- Private Well Management. Local environmental health, public health, and emergency management will work with the State Drinking Water Program and the public to mitigate threats to wells. Workplace exposure will involve the Occupational Safety and Health Administration and other agencies that have regulatory authority for individual workplace sites.
  f) Indoor Air Program
- Environmental health and local public health, in conjunction with State Public Health and the Oregon Department of Environmental Quality, will be responsible for investigating illness related to indoor and outdoor air.
quality. As with other types of public health investigations, activities will be coordinated with local emergency management.

g) Radiological Emergencies
- Local public health will work with the State, Radiation Protections Services and local emergency management regarding radiological incidents.

5.2 Specific Environmental Responsibilities

- Determine the availability of a safe, reliable drinking water supply for areas affected by disaster. This includes public systems, care facilities, shelters, and private sources and consists of the following:
  o Minimum water requirements - supply sources,
  o Storage,
  o Private wells and springs,
  o Home disinfection,
  o Large volume disinfection,
  o Emergency pipe lines and line disinfection,
  o Hauling of water,
  o Source of contamination; sewage, radioactive, etc.,
  o Advising the public on modes of communication, and
  o Inspection.
- Ensure safe food sanitation at shelters and other temporary facilities involved in food production, transportation, storage and preparation. This includes:
  o Selection of emergency feeding centers;
  o Food preparation;
  o Food storage;
  o Food service workers;
  o Cleaning dishes and utensils;
  o Hand washing facilities;
  o Examination and salvage of food supplies and food serving equipment;
  o Denaturant materials;
  o Cleaning and sanitizing; and
  o Inspection.
- Coordinate with Wallowa County Department of Public Works to determine safe solid waste collection disposal, storage, incineration and/or burial in affected areas. This includes:
  o Home garbage disposal,
  o Garbage disposal for institutions,
  o Disposal of dead animals,
  o Hospital waste - double bagged, and
  o Inspection.
- Coordinate sanitation at shelters with Emergency Services and Red Cross regarding:
  o Space requirement,
Wallowa County EOP

ESF 8: Public Health and Medical Services

- Water,
- Feeding facilities,
- Toilet facilities,
- Laundry facilities,
- Lighting,
- Ventilation,
- Heating,
- Safety and fire,
- Janitorial supplies, and
- Inspection.

- Coordinate vector control effects in affected areas. This includes:
  - Insect Control
    - Elimination of fly breeding
    - Fly control by screening
    - Chemical treatment
    - Interior spraying
    - Outside spraying
    - Rodent Control
    - Protection of human food
    - Removal of the rodents' food supply
    - Elimination of rat harborage
    - Poisoning of rodents
    - Snakes.

- Coordinate use and services of laboratory facilities with:
  - Public Health Department Services,
  - Health Officer, and
  - State Department of Human Services/Health Services.

- Local environmental health services, in conjunction with the State CEHS and other responsible agencies will establish which water supplies and food supplies have been affected by a disaster and are considered unsafe. Once a water or food supply has been listed as unsafe, the supply will no longer be considered useable until approved for use.

- The local public health department is responsible to notify the public of the contaminated facility/utilities.

- Protocols for clean-up will be developed and provided to the affected facility/utility by local environmental health services or the State CEHS. Once a facility/utility is safe, the local health department shall notify the public.

5.3 Evacuation Plans and Quarantine

- Local emergency management will be responsible for the coordination of the evacuation procedures. Local and State public health are responsible to advise the county on issues related to infectious disease, infection control procedures, and quarantine activities.

- Local and State public health shall make recommendations on the necessity for evacuation when a biologic/chemical agent is involved in the emergency.
■ Evacuation of health care facilities (e.g., hospitals and long-term care facilities) shall be accomplished through the required evacuation plan for each facility. Assistance for evacuation should be coordinated with local law enforcement and not public health.

5.4 Patient Health Care Facilities
Local public health and emergency management will work with local physicians, clinics and hospitals in establishing alternate health care sites for system overflow or overload. Services may include, but are not be limited to, items such as medical emergencies, basic first aid, and mental health issues.

5.5 Strategic National Stockpile /Chempack
The local health department, in coordination with local emergency management, will decide if the Strategic National Stockpile (SNS)/Chempack system should be deployed to the local area. If the decision is made to deploy the SNS/Chempack system, then the local public health department shall submit the proper paperwork through the emergency management channels. The paperwork must flow from:
■ Local public health, to
■ Local emergency management agency, to
■ State Emergency Coordination Center, to
■ State Public Health Agency Operations Center, to
■ State RSS Warehouse.

5.6 Special Needs
Wallowa County has a special needs population that may present unique and additional issues during emergency response operations. Seasonal demographics may pose other concerns during emergency response operations, due to influx of tourists and part-time residents.

A formal plan addressing special needs within ESF 8 functions has not been developed or implemented to date.

6 Continuity of Government
To ensure continuity of public health activities during threatened or actual disasters, the following line of succession is established:
■ Health Department Administrator
■ County Health Officer
■ County Medical Examiner
■ Hospital Administrator

7 Administration and Support
The medical and health services will participate, as required, in drills and exercises conducted by Wallowa County Emergency Management. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to respond effectively to various types of emergency.
8 Annex Development and Maintenance
The County Health Department is responsible for maintaining this Annex. This plan will be updated as needed or during the scheduled time as dictated by the updating of the master plan (County Emergency Operations Manual).

9 Appendices
Appendix 1 – Authorities, Codes and Policies
Appendix 2 – Critical Biological Agents
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APPENDIX 1

AUTHORITIES, CODES AND POLICIES
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APPENDIX 1 AUTHORITIES CODES AND POLICIES

General
- Emergency response is primarily a local responsibility ORS 401.015 (2). The DHS expects that the local health department is an active part of the local response. Therefore, it is a basic assumption of this plan that the DHS’ primary effort will be to support the local health departments. In the absence of a functional local health department, the DHS may assume direct responsibility to the best of its ability. If state resources are exhausted, the DHS will request Federal support in coordination with the ECC, in accordance with the State EOP. It is the assumption of the DHS that local health departments will have, or have immediate access to, plans that are annually reviewed and exercised.
- Public health law governs public health duties and responsibilities, the authority of public health officials, and legal restraints on the exercise of public health authority.
- It is important to emphasize that in Oregon, counties are directly responsible for protecting the public’s health. The local Health Administrator can, and often does, delegate the duty and authority to enforce State statute and County and City codes and ordinances to the local county Health Officer. State law does not give the State Department of Human Services’ Public Health Division the same degree of responsibility to act in the public’s health interests that it assigns to local county government. Selected public health authorities are attached in A-1 of this ESF, including but not limited to:
  - Powers of local government in an emergency response – ORS 401;
  - Authority of the Health Department and Health Officer – ORS 431;
  - Investigation and Control Measures; Isolation & Quarantine – ORS 431/433;
  - Emergency Preparedness – OAR 333.014.0050; ORS 401; 488.160; 469.611;
  - Confidentiality of Information – ORS 192;
  - Federal Privacy Rule (HIPAA);
  - Policies Governing Acquisition of the Strategic National Stockpile; and
  - Regulations -Packaging and Shipping of Diagnostic Specimens and Infectious Substances.

Chapter 401. Powers of Local Government
- 431.015 Statement of policy and purpose. (2) It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local government level. The state shall prepare for emergencies but shall not assume authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city
and county in which it occurs, the city or county fails to act, or the emergency involves two or more counties. [1983 c.586 s.1]

- 401.035 Responsibility for Emergency Services Systems. (1) The Governor is responsible for the emergency services system within the State of Oregon. (2) The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.

- 401.65 Police powers during a state of emergency; suspension of agency rules. During a state of emergency, the Governor shall: (1) Have complete authority over all executive agencies of state government and the right to exercise, within the area designated in the proclamation, all police powers vested in the state by the Oregon Constitution in order to effectuate the purposes of ORS 401.015 to 401.105, 401.260 to 401.355 to 401.580; (2) Have authority to suspend provisions of any order or rule of any state agency, if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder or delay mitigation of the effects of the emergency; and (3) Have authority to direct any agencies in the state government to utilize and employ state personnel, equipment and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency, and may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of the citizens of the affected area. [1983c.586 s.5]

- 401.515 Non-liability for emergency services; exception. (1) During the existence of an emergency, the state and any local government, any agent thereof or emergency service worker engaged in any emergency services activity, while complying with or attempting to comply with ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any rule promulgated under those sections, shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, or damage or loss of property, as a result of that activity. (Note: This is section 1 of 6 sections)

**Oregon Revised Statues-Chapter 431**

**Authority of the Health Department and Health Officer**

- 431.110 General powers of Department of Human Services; Subject to ORS 417.300 and 417.305, the Department of Human Services shall: (1) Have direct supervision of all matters relating to the preservation of life and health of the people of the state. (2) Keep the vital statistics and other health related statistics of the state. (5) Have full power in the control of all communicable diseases. (6) Have authority to send a representative of the department to any part of the state when deemed necessary.

- 431.120 The Department of Human Services shall: (1) Enforce state health policies and rules.
431.150 Endorsement of health laws generally. (1) The local public health administrators are charged with the strict and thorough enforcement of the public health laws of this state in their districts, under the supervision and direction of the Health Division. They shall make an immediate report to the division of any violation of such laws coming to their notice by observation, or upon the complaint of any person, or otherwise. (2) The Health Division is charged with the thorough and efficient execution of the public health laws of this state in every part of the state, and with supervisory powers over all local public health administrators, to the end that all the requirements are complied with. (3) The health Division may investigate cases of irregularity or violation of law. All local public health administrators shall aid the division, upon request, in such investigation. (4) When any case of violation of the public health laws of this state is reported to any district attorney or official acting in said capacity, such official shall forthwith initiate and promptly follow up the necessary proceedings against the parties responsible for the alleged violations of law. (5) Upon request of the Health Division, the Attorney General shall like wise assist in the enforcement of the public health laws of this state. [Amended by 1959 c.314 s.22; 1971 c.650 s.12; 1973 c.833 s.43; 1973 c.835 s.165; 1974 c.36 s.12; 1977 c.582 s.11]

431.155 Restraining violation of public health laws. (1) Whenever it appears to the Health Division that any person engaged or about to engage in any acts or practices which constitute a violation of any statute administered by the division or its assistant director, or any rule or order issued thereunder, the division may institute proceedings in the circuit courts to enforce obedience thereto by injunction, or by other processes, mandatory or otherwise, restraining such person, or its statute, rule or order, and enjoining upon them obedience thereto. (2) The provisions of this section are in addition to and not in substitution of any other enforcement provisions contained in any statute administered by the Health Division or its assistant director. [1967 c.94 s.2; 1971 c.650 s.13; 1977 c.582 s.12]

431.157 County authority to restrain violation of public health laws. Pursuant to ORS 448.100 (1), 446.425 (1) and 624.510 (1), the county is delegated the authority granted to the Assistant Director for Health in ORS 431.155. [1983 c.370 s.4]

431.416 Local public health authority or health district; duties. The local public health authority or health district shall: (1) Administer and enforce the rules of the local public health authority or the health district and public health laws and the rules of the Health Division. (2) Assure activities necessary for the preservation of health or prevention of disease in the area under its jurisdiction as provided in the annual plan of the authority or district are performed. These activities shall include but not be limited to:
  o Epidemiology and control of preventable diseases and disorders;
  o Parent and child health services, including family planning clinics as described in ORS 435.205;
ESF 8: Public Health and Medical Services

- Collection and reporting health statistics;
- Health information and referral services; and
- Environmental health services. [1961 c.610 s.8; 1973 c.829 s.23; 1977 c.582 s.28; 1983 c.398 s.4]

431.418 Local public health administrator; health officer; duties; salary.

- Each district board of health shall appoint a qualified public health administrator to supervise the activities of the district in accordance with law. Each county governing body in a county that has created a county board of health under ORS 431.412 shall appoint a qualified public health administrator to supervise the activities of the county health department in accordance with law. In making such appointment, the district or county board of health shall consider standards for selection of administrators prescribed by the Health Division.

- Where the public health administrator is a physician licensed by the Board of Medical Examiners for the State of Oregon, the administrator shall serve as health officer for the district or county board of health. Where the public health administrator is not a physician licensed by the Board of Medical Examiners for the State of Oregon, the administrator will employ or otherwise contract for services with a health officer who shall be licensed physician and who will perform those specific medical responsibilities requiring the services of a physician and shall be responsible to the public health administrator for the medical and paramedical aspects of the health programs.

- The public health administrator shall:
  - Serve as the executive secretary of the district or county health board, act as the administrator of the district or county health department and supervise the officers and employees appointed as described below.
  - Appoint with the approval of the health board, administrators, medical officers, public health nurses, sanitarians and such other employees as are necessary to carry out the duties and responsibilities of the office.
  - Provide the board at appropriate intervals information concerning the activities of the department and submit an annual budget for the approval of the county governing body except that, in the case of the district public health administrator, the budget shall be submitted to the governing bodies of the participating counties for approval.
  - Act as the agent of the Health Division in enforcing state public health laws and rules of the Health Division, including such sanitary inspection of hospitals and related institutions as may be requested by the Health Division.
  - Perform such other duties as may be required by law.
431.440 Public health administrators have police powers. All district and county public health administrators shall possess the powers of constables or other peace officers in all matters pertaining to the public health. [Amended by 1961 c.610 s.11; 1973 c.829 s.27]

431.530 Authority of local health administrator in emergency.

o The local public health administrator may take any action which the Health Division or its assistant director could have taken, if an emergency endangering the public health occurs within the jurisdiction of any local public health administrator and:
  - The circumstances of the emergency are such that the Health Division or its assistant director cannot take action in time to meet the emergency; and
  - Delay in taking action to meet the emergency will increase the hazard to public health.

Any local public health administrator who acts under 431.530 shall report the facts constituting the emergency and any action taken under the authority granted by subsection (1) of this section to the Assistant Director for Health by the fastest possible means. [1973 c.829 s.9; 1977 c.582 s.31]

Oregon Revised Statutes - Chapter 433

Investigation and Control Measures

433.006 Investigation and control measures. In response to each report of a reportable disease, the local public health administrator shall assure that investigations and control measures, as prescribed by Health Division rule, shall be conducted. [1987 c.600 s.4]

433.106 Power to impose public health measures. (1) When compliance with a necessary control measure is not voluntarily obtained or where noncompliance is imminently threatened, the assistant director or any local public health administrator, in the manner described in ORS 433.019 and 433.022, may impose a public health measure on a person or property in order to prevent the spread of or exposure to a disease or a contaminant that is a threat to the public.

(2) Nothing in this section or in ORS 433.019 or 433.022 prohibits excluding any person from any occupation or from attendance in any school or facility as is otherwise authorized by law.

[1973 c.259 s.9 (enacted in lieu of 433.105); 1987 c.600 s.9]

433.135 Providing for quarantined persons. When a person is quarantined on account of a communicable disease, the local board of health having jurisdiction may provide for such person confined the necessities of like, including medical care when necessary. [1973 c.259 s.12]

433.150 Quarantine hospital; seizure, control of and compensation for emergency hospital. (1) Any city or municipality may establish a quarantine hospital within or without its own limits, but if within its own limits, consent of the municipality within which it is proposed to establish such hospital shall be first obtained. Such consent shall not be necessary if the hospital is more than 800 feet from any occupied house or public
highway. (2) When a great emergency exits the board of health may seize and occupy temporarily for such quarantine hospital any suitable vacant house or building within its jurisdiction and the board of health of any city or municipality having a quarantine hospital shall have control over the same. However, in case of use of such house or premises, due compensation shall be tendered for their use.

Oregon Administrative Rules

Community Health and Emergency Response
- ORS 333.014.0050 (3) In addition, each county and district health department should include or provide for programs in the following areas (according to the community’s health needs):
- Emergency preparedness including participation in the development of the county’s emergency response plans and internal procedures necessary to carry out the health department’s role in the plans;

Confidentiality of Information
- ORS 192.502 (3) EXEMPTS FROM DISCLOSURE “public body employee (except elected officials) or volunteer addresses, dates of birth and telephone numbers contained in personnel records maintained by the public body” unless the party seeking disclosure shows by clear and convincing evidence that the public interest requires disclosure in a particular instance.”
- ORS 192.501 (22) Exempts from disclosure “records or information that, if disclosed, would allow a person to “identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a public body” or “disrupt, interfere with or gain unauthorized access to communication systems.”
- ORS 192.501 (18) Exempts from disclosure “specific operational plans in connection with an anticipated threat to individual or public safety for deployment and use of personnel and equipment, prepared and used by a law enforcement agency, if public disclosure thereof would endanger the life or physical safety of a citizen or law enforcement officer or jeopardize the law enforcement activity involved.”
- ORS 192.501 (18) Exempts form disclosure “records or information that would reveal the security measures taken or recommended to be taken to protect an officer or employee of a public body;” “buildings or other property used or owned by a public body” or “information processing, communication or telecommunications systems, included in the information contained therein, that are used or operated by a public body.”

Federal Privacy Rule

(Hippa) And Public Health
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy rule establishes national standards for the use and management of protected health information (PHI). This policy has thus
proven to be of specific interest to public health preparedness planners. The April 11, 2004 issue of the Centers for Disease Control’s (CDC’s) Morbidity and Mortality Weekly Report (MMWR) serves as formal guidance from the Department of Health and Human Services on the implementation and application of the HIPAA Privacy Rule.

- The HIPAA Privacy Rule is written both to protect an individual citizen’s privacy and the effective function of the public health system in order to “accomplish essential public health objectives and to meet certain other societal needs (e.g., administration of justice and law enforcement).*

Selected provisions and definitions of HIPAA specific to public health activities follow: *Emphasis added.

- **Protected Health Information**
  - PHI is defined in an April 11 issue of the CDC’s MMWR as “generally individually identifiable health information that is transmitted by, or maintained in, electronic media or any other form or medium. This information must relate to:
    - The past, present or future physical or mental health, or condition of an individual;
    - Provision of health care to an individual; or
    - Payment for the provision of health care to an individual.
    - If the information identifies or provides a reasonable basis to believe it can be used to identity an individual, it is considered individually identifiable health information.”
  - **Public Health Authority, Defined under HIPAA**
    - Per the same MMWR, “A public health authority is broadly defined as including agencies or authorities of the United States, territories, political subdivisions of states or territories, American Indian tribes, or an individual or entity acting under a grant of authority from such agencies and responsible for public health matters as part of an official mandate.”
  - **Covered Entity, Defined under HIPAA**
    - Covered entities are those that are required to conform to HIPAA rule when handling protected health information (PHI). Entities include health plans, health care clearinghouses, and health care providers. The MMWR of April 11, 2004 acknowledges that some public health agencies may perform covered functions such as providing health care and may be subject to the privacy rule for those covered activities. Per the MMWR, such agencies may wish to designate themselves hybrid agencies, thus “a public health authority can carve out its non-covered functions, so that the majority of Privacy Rule provisions apply only to its health-care component…”
  - **Public Health Activities under Memoranda or Agreement**
    - The HIPAA Privacy Rule provides that the “other entities” identified in contracts, letters and memoranda of agreement
that frequently used by public health “are public health authorities under the Privacy Rule with respect to the activities they conduct under a grant of authority from such a public health agency.”

- Permitted PHI Disclosures without Authorization
- Per the MMWR, “The Privacy Rule permits covered entities to disclose PHI, without authorization, to public health authorities or other entities who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability.” Further, the MMWR states that “PHI can be disclosed to public health authorities and their authorized agents for public health purposes including but not limited to public health surveillance, investigations, and interventions.”

- Minimum Necessary Standard
- With regard to the amount of information that may be disclosed to a public health or other non-covered entity, the MMWR states that “The Privacy Rule usually directs covered entities to limit the amount of information disclosed to the minimum necessary to achieve the specific goal [45CFR s. 164.514(d)(1)]. This requirement usually applies to disclosures to a public health agency. It would not apply, however, if the disclosure were required by law, authorized by the individual, or for treatment purposes.* A covered entity may also reasonably rely on a public official’s determination that the information requested is the minimum necessary for public health purposes.”
  *Emphasis added.

- The HIPAA Privacy Rule and State Laws
- According to the MMWR the Privacy Rule preempts less stringent state laws that related to privacy of PHI. Further, according to the MMWR, the Department of Health and Human Services “may, upon specific request from a state of other entity or person, determine that a provision of state law that is contrary to the federal requirements and that meets certain additional criteria, will not be preempted by the federal requirements.” The MMWR identifies several possible reasons for such a determination, including that the state law “is necessary to serve a compelling public health, safety or welfare need and, if a Privacy Rule provision is at issue, if the Secretary determines that the intrusion into privacy is warranted when balanced against the need to be served.” Finally, the MMWR notes that the Privacy Rule “specifically does not preempt contrary state public health laws that provide for the reporting of disease or injury, child abuse, birth or death, or for the conduct of
public health surveillance, investigation or intervention [45 CFR s. 160.202].”*  *Emphasis added.

State Of Oregon

Policies Governing Acquisition of the Strategic National Stockpile

- Refer to: Oregon DHS interim SNS Plan “Emergency Support Function 8, Appendix 1, National Pharmaceutical Stockpile Reception and Distribution Plan, II Policy; and TAB A Roles and Responsibilities, II Policy; TAB D, II Policy D” (for clarity in this document, National Pharmaceutical Stockpile (NPS) is changed to National Strategic Stockpile (SNS).

- Policy
  - The State of Oregon will request deployment of the SNS 12-hour Push Package from CDC as soon as state officials (in consultation with local officials) determine that it is necessary to do so to protect the public health. ESF 8, appendix 1, II. Policy A.
  - Within the State of Oregon, only the Governor, or in his absence, the officers who may succeed him as described in the State Constitution or statute, Director of the Department of Human Services or the State Public Health Officer may formally request the deployment of the SNS 12-hour Push Package from the CDC. ESF 8, appendix 1, II. Policy B.
  - Oregon Emergency Management Plan lists detailed roles and responsibilities for state agencies in support of specific State Support Functions (SSF) that closely follow the Emergency Support Function (ESF) organization of the Federal Response Plan. This allows for consistency of language and the coordination of federal, state and local entities in deploying the Strategic National Stockpile. ESF 8, appendix 1, TAB A, II. Policy A.
  - The Department of Human Services’ Emergency Response Plan describes how DHS will respond to major emergencies or disasters affecting public health in the State of Oregon. ESF 8, appendix 1, TAB A, II. Policy B.
  - Nothing in this tab should be construed as independent of or as bypassing regular emergency

- Management procedures. ESF 8, appendix 1, TAB A, II. Policy C.
  - Safety is the responsibility of all supervisors and workers. Safe operations will be a priority at all times. All safety violations will be reported or corrected immediately. ESF 8, appendix 1, TAB D, II.Policy D.
  - “State and federal laws related to patient treatment, confidentiality, record retention, prescriptive, and dispensing practice may apply to dispensing antibiotics in an emergency situation. ESF 8, Appendix 1, TAB E: This plan employs efficiencies to expedite the dispensing process without jeopardizing adherence to these laws.
Oregon Health Division

*Regulations for Packaging and Shipping of Diagnostic Specimens and Infectious Substances*

- U.S. Government Federal Agencies Regulations:
  - CDC: (Health)
  - 42 CFR Part 72 - Minimum packaging and labeling for infectious and diagnostic specimens
  - 42 CFR Part 73 – New Select Agent Regulation
  - Department of Transportation (DOT): Regulations enforced by the (FAA)
  - 49 CFR Parts 171 through 178
  - United States Postal Service (USPS)
  - 39 CFR Part 111
  - Domestic Mail Manual (DMM) CO23

*Regulations for Packaging & Shipping of Diagnostic Specimens and Infectious Substances Manual is located at the Wallowa County Public Health Department (policies, procedures, instructions and all forms needed for collection and shipping are included in this document).*
APPENDIX 2

CRITICAL BIOLOGICAL AGENTS
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APPENDIX 2 CRITICAL BIOLOGICAL AGENTS

The U.S. Public Health system and primary healthcare providers must be prepared to address varied biological agents, including pathogens that are rarely seen in the United States. The critical agents are listed below in priority order.

Category A
High priority agents include organisms that pose a risk to national security because they can be easily disseminated or transmitted person-to-person; cause high mortality, with potential for major public health impact; might cause public panic and social disruption; and require special action for public health preparedness.

Category A Agents:
- variola major (smallpox);
- Bacillus anthracis (anthrax);
- Yersinia pestis (plague);
- Clostridium botulinum toxin (botulism);
- Francisella tularensis (tularaemia);
  - filoviruses:
    - Ebola hemorrhagic fever and Marburg hemorrhagic fever;
- Arenaviruses:
  - Lassa (Lassa fever), Junin (Argentine hemorrhagic fever) and related viruses

Category B
Second highest priority agents include those that are moderate easy to disseminate; cause moderate morbidity and low mortality; and require specific enhancements of CDC’s diagnostic capacity and enhanced disease surveillance.

Category B Agents
- Coxiella burnetti (Q fever);
- Brucella species (brucellosis);
- Burkholderia mallei (glanders);
- alphaviruses:
  - Venezuelan encephalomyelitis and eastern and western equine encephalomyelitis
- ricin toxin from Ricinus communis (castor beans);
- epsilon toxin of Clostridium perfringens; and
- Staphylococcus enterotoxin B

A subset of List B agents includes pathogens that are food or waterborne. These pathogens include but are not limited to:
- Salmonella species,
- Shigella dysenteriae,
- Escherichia coli O157:H7
Vibrio cholerae, and
Cryptosporidium parvum.

Category C
Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of availability; ease of production and dissemination; and potential for high morbidity and mortality and major health impact.

Category C Agents
- Nipah virus,
- hantaviruses,
- tickborne hemorrhagic fever viruses
- tickborne encephalitis viruses,
- yellow fever, and
- multidrug-resistant tuberculosis
ESF 9 Search and Rescue
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ESF 9 Tasked Agencies

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1 Purpose and Scope
The purpose of ESF 9 is to coordinate Search and Rescue (SAR) operations and resources during emergency response and recovery. ESF 9 describes the use of resources in support of both Urban SAR and Wilderness SAR during actual or potential emergencies, and also addresses mass casualty and mass fatality incidents. The scope of this function includes Urban SAR challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and the extrication of accident victims.

2 Policies and Agreements
The search for, and recovery of, bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by SAR personnel.

3 Situation and Assumptions
County buildings may be subject to severe structural damage from flood, earthquake, explosions, water-related disaster, and war, which would result, among other things, in people being trapped in damaged and collapsed structures, missing persons, and death.

A trained, equipped, organized rescue service will provide the capability to efficiently conduct methodical SAR operations, suppress and minimize loss of life, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.

3 Roles and Responsibilities

3.1 Task Assignments

3.1.1 Coordination
- Normal day-to-day rescue is managed by the appropriate dispatcher and on-scene officials.
- Disaster events are managed through the on-scene command post and the EOC.

3.1.2 Operations
- Fire and police services are assigned responsibility for day-to-day search and rescue.
- Motor transport will be provided by rescue squads.
3.1.3 Communications
- County EOC (Primary Coordination)
- Wallowa County Sheriff’s Office
- Enterprise Police Department
- County Communications Center
- EMS Central Dispatch

3.1.4 Advanced Medical Life Support
- The EMS will furnish trained personnel and equipment to administer advanced medical life support.

4 Concept of Operations

4.1 General

4.1.1 Day-to-Day Rescue Operations
The Fire and Law Enforcement services provide 24-hour coverage regarding fire safety and law enforcement. Both departments maintain equipment and manpower in a continuous state of readiness because of their day-to-day operation. In addition, selected departmental personnel are trained in specialized skills, such as an Emergency Medical Technician, advanced first aid, and extrication procedures.

4.1.2 War Related Events
The technical competence and ready availability of the rescue force will be augmented during emergencies by mobilizing additional skills in medical services, building trades, engineering services, heavy equipment operation, communications, air support (rotary and fixed-wing aircraft), and water (divers and surface vessels).

4.1.3 Natural Disaster and Technological Hazards
The day-to-day rescue capability will be augmented during natural disasters to the extent necessary to eliminate the problem at hand. The operation may induce mobilizing medical personnel, building trades, engineering services, heavy equipment operation, the heavy-duty rescue squad, and military support.

4.2 Action by Phase of Management

4.2.1 Mitigation
- Develop public awareness programs in an effort to reduce accidents on land and at sea.
- Conduct on-board inspections of vessels.

4.2.2 Preparedness
- Rescue squads and emergency medical technicians (EMTs) are trained on a regular basis in rescue skills and techniques.
Rescue equipment is kept under a constant schedule of testing, maintenance, and repair. Response plans are revised at regular intervals and updated accordingly.

4.2.3 Response
- Initiate rescue missions.
- Control traffic and perimeter.
- Evacuate and relocate.
- Coordinate operations through the EOC.
- Mobilize support services.

4.2.4 Recovery
- Conduct public information activities.
- Initiate return when mission is completed.
- Inventory and replace losses.
- Secure and return to normal duty.

5 Direction and Control
- Direction and control of the total rescue force is the primary responsibility of the Wallowa County Sheriff. All requests for responses involving rescue operations, and coordination for additional resources, will be channeled through the Emergency Manager or designated representative for approval and assignment of priority (Appendix 1).
- The Rescue Officer will manage the overall rescue operations from the EOC. All personnel, equipment, and resources assigned to the rescue force will be under his or her direction and control.

6 Continuity of Government
Each unit responding will maintain control using its in-house chain of command to ensure continuity of management and will coordinate its efforts with the EOC.

7 Supporting Plans and Procedures
- None at this time

8 Annex Development and Maintenance
The primary responsibility for the development and maintenance of ESF 9 rests with the Rescue Officer with the support of the fire service, the law enforcement service, and the EMT Service. Each agency will develop SOPs that address assigned tasks.

9 References

10 Appendices
Refer to the *Emergency Response Log* located in the Basic Plan Appendices
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1 Purpose and Scope
ESF 10 provides for response to, and recovery from, hazardous materials releases, including oil spills. This support function is applicable to all types and sizes of hazardous materials—chemical, biological, radiological, nuclear, and explosive—incidents potentially involving transportation corridors (railway and highway), abandoned waste sites, pipelines, tank farms, and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, hospitals, etc.). This ESF also includes hazardous materials response and support for response to terrorist incidents.

2 Situation and Assumptions

2.1 Situation

- Hazardous materials are commonly used, transported, and stored in Wallowa County. Hazardous materials incidents may occur as the result of natural disasters, human error, or accident.
- The identification of facilities and routes within Wallowa County is found in the appendices to this annex.
- The following planning factors apply:
  - Wallowa County is primarily a rural agricultural county of about 7,226 people, with four incorporated cities within the County.
    - City of Enterprise (County seat), population 1940
    - City of Joseph, population 1100
    - City of Wallowa, population 869
    - City of Lostine, population 263.
  - There are two main thoroughfares and four major rivers that bisect the county:
    - Interstate 82 runs west to east, passing through the City of Enterprise.
    - The Snake River also borders on the east.
    - Highway 3 (North Highway) runs north and south, beginning in Enterprise, passes through Flora, and exits on the southern border with Asotin County, Washington.
    - Wallowa-Union Railroad operates a spur line out of La Grande that passes through Wallowa County.
  - The climate in Wallowa County is generally mild and is subject only to light precipitation.
2.2 Assumptions

- The existence of fixed hazardous materials facilities in Wallowa County provides the potential for a major toxic air release hazard to the citizens located in the vulnerable zone of each fixed hazardous materials facility.
- The County and cities will have the capability to make protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.
- Protective action recommendations in the vulnerable zone include in-place sheltering, evacuation, and notification of contaminated water, milk, livestock, and food supply sources.
- The amount of time available to determine the scope and magnitude of the incident (lead time) will impact the protective action recommended.
- In the event of a serious fixed hazardous material facilities incident, many of the residents in the vulnerable zone will choose to evacuate spontaneously without official recommendation.
- In the event of an evacuation, at least 90 percent of the population at risk will relocate to private homes or motel facilities.
- A transportation hazardous materials incident may require the evacuation of residents along those routes within Wallowa County.
- Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants, which may result in the release of untreated sewage.
- Wind shifts may occur that result in re-designating protective action measures.
- The resources of industry, local, State, or Federal government, separately or in combination, may be required to cope with the situation.

3 Roles and Responsibilities

Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous city and county departments. Rapid communications must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all-inclusive or exclusive, nor are they presented in order of execution priority; they represent a guide for actions to be taken when a hazardous materials incident occurs.

3.1 Fire Department

- The first Fire Department present at the scene of an incident involving the release of hazardous materials will perform the following:
  - Take immediate steps to identify the nature of the hazardous material and report to the Communications Center;
  - Initiate appropriate action to control and eliminate the hazard;
  - Apply appropriate fire fighting techniques if the incident has resulted in fire;
  - Ensure that no action is taken to flush or wash the contaminate into the storm drain system until approval is obtained; and
o Determine a safe route into the area and relay to the appropriate Fire District.

The ranking on-scene Fire Department will:

- Ensure that the appropriate Wallowa County Fire Districts have been notified of the incident and given the available information;
- Notify proper law enforcement personnel and other necessary responders as appropriate;
- Instruct the dispatch center to immediately notify the Oregon Emergency Response System at 1-800-452-0311 to request State agency assistance or further instruction;
- Serve as IC and ensure the following:
  - Determine response level of incident
  - Determine which public protective action shall prevail
  - Establish the hazardous area (hot line, contamination control area)
  - Establish staging area upwind at a safe location
  - Designate an evacuation zone, if appropriate
  - Initiate public notification, if appropriate
  - Request appropriate resources and support services
  - Coordinate all emergency and support activities
  - Maintain overall command of the emergency scene until the hazard is contained or until command can be passed to the proper agency;
- Establish an integrated on-scene command post;
  - Promptly identify the hazardous material and disseminate the information to appropriate emergency forces and citizens in the area of the incident.
  - Obtain assistance from medical representatives to determine the hazards involved and the proper limits of an evacuation zone, if appropriate
  - Ensure that all department representatives at the integrated on-scene command post are informed of the evacuation zone and of the need, where appropriate, for evacuation.
  - Assist law enforcement by providing protective clothing and breathing apparatus, if appropriate; and
- Determine when the zone is safe for re-entry.

### 3.2 Law Enforcement

The ranking law enforcement officer at the incident scene will report to the integrated on-scene command post and perform the following duties, in addition to the responsibilities and procedures outlined in the ESF 13 – Public Safety and Security.

- Keep one radio-equipped law enforcement officer at the integrated on-scene command post until released by the fire official in charge of on-scene operations. Relay information to the Sheriff’s Department as may be requested by the fire official in charge;
Evacuate citizens when requested to do so by the Incident Commander. Inform the Mayor/County BOC as soon as possible regarding the evacuation. Request the assistance of the Fire Department if protective clothing and breathing apparatus are required.

Cordon off the incident scene for safety and exclude entry by unauthorized personnel
- Entry by non-emergency personnel will be permitted on the basis of officer judgment or upon presentation of a Disaster Area Permit
- Questionable persons who insist on right of entry will be referred to the integrated on-scene command post for determination of status;

Provide assistance for identification of bodies and report on the number of fatalities to the Mayor/County BOC;

Protect sensitive and critical installations and prevent looting in the evacuation zone;

Enforce traffic control in and around the scene of the incident;

Secure and dispatch buses, vans, etc. to transport evacuees to appropriate holding areas or shelter facilities as needed;

Select shelters/mass care facilities for evacuees from list of facilities approved by the Incident Commander/Emergency Manager. Further details are provided in ESF 6 – Mass Care, Housing, and Human Services; and

Disseminate information to the media and public as outlined in ESF 15 – External Affairs.

3.3 County BOC/Mayor
- The County BOC or Mayor will report to the integrated on-scene command post and:
  - Based on the response level and the Incident Commanders input, initiate EOC Activation;
  - When evacuation is directed by the senior fire official, coordinate the evacuation operations through the EOC. See ESF 1 – Transportation for pre-planned evacuation information; and
  - If deemed necessary, ensure that the County Council or City Attorney is notified of the incident and the circumstances causing or surrounding it.

3.4 Water Department/Road Department
- The senior Water Department official at the scene will report to the integrated on-scene command post and perform the following in addition to the responsibilities and procedures outlined in ESF 3 – Public Works and Engineering
  - Assist with appropriate heavy equipment for rescue or recovery operations or clearing access for emergency vehicles, etc.
o Provide barricades around the incident evacuation zone and the integrated on-scene command post, as requested;
o Provide material for building dikes to contain liquids and absorbing hazardous materials;
o Cooperate with law enforcement to establish an efficient detour with the appropriate signs, arrows, and law enforcement officers to expedite movement of traffic;
o Provide assistance to public utilities in checking for damage and restoring services;
o Assist in the removal, transportation, and disposal of liquid or solid contaminants by either appropriate private or public means;
o Coordinate with fire and law enforcement evidence-gathering personnel in clearing and moving debris;
o Regulate the water supply for fire suppression and respond to water main damage to restore service, as necessary;
o Respond to the entry of any pollutant or contaminant into the water supply sources by shutting off appropriate intakes or switching to alternate sources; and
o Cooperate with State Health Department engineers in determining and carrying out actions designed to neutralize or eliminate pollutants that have entered the water supply.

3.5 County and City Health Authority

- A physician may be requested to report to the integrated on-scene command post to perform the following in addition to the responsibilities and procedures outlined in ESF 8 – Public Health and Medical Services.
  - Make a medical estimate of the situation, based on the magnitude of the disaster, and take appropriate actions; and
  - Direct injured persons to the proper medical facility capable of handling exposure to and/or contamination by hazardous materials.
- The Oregon Water Resources Division may be requested to send (in long-term situations) a representative to report to the integrated on-scene command post and:
  - Assist in determining the identify of the hazardous material and establish the type and degree of the hazard involved;
  - Provide assistance or advice on actions required; and
  - Determine the proper method for neutralizing, containing, or removing the hazardous materials.

3.6 American Red Cross

In most instances, it is not anticipated that evacuees would require shelter for an extended period. If such a requirement should develop, however, the American Red Cross may be responsible for shelter management and for providing sleeping equipment and food service. The American Red Cross would be notified of any anticipated requirement by the Emergency Manager/Sheriff as far in advance of the need as possible.
3.7 Fixed Site Hazardous Materials Facility (Private Industry)

- Designates facility emergency coordinator.
- Develops on-site contingency plan which specifies notification and emergency response responsibilities, procedures and methods.
- Provides technical support for the development of off site risk assessment.
- Provides planning support for off-site release contingency planning to include vulnerable zone identification.
- Provides emergency response liaison to the Wallowa County emergency operating center.
- Provides emergency service representative to the integrated on-scene command post.
- Provides public information representative to the Public Information Officer, as required.
- Participates in exercises and drills.
- Coordinates on-site emergency plans with the Incident Commander
- Initiates emergency notification and written follow-ups as outlined in Section 304 of SARA Title III.
- Provides initial assessment.

3.8 State Government Role

- OEM
  - Develops and implements comprehensive emergency management programs that include mitigation preparedness, response and recovery elements;
  - Coordinates requests for State/Federal assistance from local political subdivisions following a major incident (OERS 1-800-452-0311); and
  - Renders assistance to Federal Department, Agencies or Commissions as requested in pre- or post-disaster operations
- Oregon Water Resources Division
  - Serves as primary on-scene contact for State agencies;
  - Serves in an advisory role to the Federal On-Scene Coordinator;
  - Monitors all removal operations and coordinates all State activities;
  - Determines the adequacy of containment and cleanup operations;
- Oregon State Highway Department
  - Provides, through interagency contract, personnel, equipment and materials for state-sponsored cleanup.

3.9 Federal Government Role

- Federal Environmental Protection Agency
  - Enforces toxic air chemical release notification and ensures appropriate fixed hazardous materials facility record-keeping of reportable quantity requirements;
  - Maintains and updates a list identifying substances most likely to cause serious harm in the event of a large accidental release;
ESF 10: Oil and Hazardous Materials Response

- Operates an air-toxic information clearinghouse, which will facilitate the exchange of information on air toxics among state and local agencies;
- Coordinates Federal funding, equipment, personnel and expertise during major ground, air toxic incidents and inland water spills;
- Provides toxic air contingency planning and exercise guidance and training; and
- Provides technical assistance for developing site-specific risk assessments.

- FEMA
  - Provides training and emergency planning and exercise guidance related to incidents involving transport, manufacture, storage, and disposal of hazardous material;
  - Coordinates Federal hazardous materials training programs;
  - Participates in the National Response Team;
  - Participates in the Regional Response Team; and
  - Provides technical assistance and resources to state and local government for hazardous materials program development.

4 Concept of Operations

4.1 General

- Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature, focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events.
- A special effort should be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the informational program’s effectiveness.
- Education efforts will be directed toward increasing public awareness about potential hazards and how people should deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.

4.2 ESF Actions by Phase of Emergency

4.2.1 Mitigation

- Conduct hazard awareness programs.
- Coordinate with media.

4.2.2 Preparedness

- Conduct public education programs.
- Prepare emergency information for release during emergencies.
4.2.3 Response

- Release public information.
- Coordinate rumor control.
- Schedule news conferences.

4.2.4 Recovery

- Provide public information.
- Compile record of events.
- Assess effectiveness of information and education program.

5  Direction and Control

5.1 General

- The Incident Commander has overall responsibility for direction and control.

- The direction and control function is the combined capability of the EOC and the integrated on-scene command post. The exchange of critical information between these facilities, such as requests for support and key decisions, will enable first response efforts and support operations to be synchronized.

- An EOC is the focal point for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. EOC procedures are detailed in ESF 5 – Emergency Management.
  - The primary EOC is the Wallowa County Sheriff’s Department.
  - An EOC is staffed with representatives from each department and private sector organization (as appropriate)

- The purpose of the integrated command post is to coordinate on-scene support to deployed emergency service response elements.
  - It is essential that the integrated on-scene command post management team remain at their established position to coordinate the on-scene response.
  - The integrated on-scene command post is supported by a communications system that can monitor and transmit on all Wallowa County emergency service channels.
  - The respective Wallowa County City/Rural Fire Districts are in charge of the operation, maintenance, and deployment of the integrated on-scene command post.

5.2 Specific

- Upon the occurrence of an incident involving the release of hazardous materials, the control of the situation will become the responsibility of the initial responding fire department officer.

- The on-scene senior fire officer will establish an integrated on-scene command post. It will be established at a location consistent with the hazard, accessibility and space requirements, and response personnel safety.
The local on-scene senior fire officer is in total charge of the integrated on-scene command post and, as such, will perform as the Incident Commander. All support units will report to the Incident Commander and operate under his or her direction from this fixed position.

6 Continuity of Government
Lines of succession to each department head are determined according to the SOPs established by each department.

7 Administration and Support

7.1 Support
When the situation exceeds the capability of local government, requests for assistance will be made to the Oregon Emergency Management Division in Salem at 1-800-452-0311 or 503-378-4124. All requests will be made by the Mayor/County BOC or by another official duly authorized by the Mayor/County BOC.

Requests for assistance from local, private, and public sector groups will be made, as appropriate, by contacting agencies previously listed in mutual aid agreements.

7.2 Communications
On-scene radio command at hazardous materials incidents will be handled by the Fire Department. Radio traffic will be relayed to the Incident Commander at the integrated on-scene command post. The Incident Commander will periodically update all agencies present at the command post and the EOC, if activated.

Law enforcement department will communicate on Sheriff’s Department channel. All EMS, hospital and other medical activities will transmit on the pre-approved designated channel.

Interdepartment/Agency communications will be coordinated through the Wallowa County 911 Dispatch Center.

Additional information about the Wallowa County communications system, equipment, and procedures are contained in ESF 2 – Communications.

7.3 Documentation and Investigative Follow-up
The fixed site responsibility for documentation of accidental releases is to prepare the fixed site version of the incident, including time, cause of spill, material and quantity released, location, response action, etc.

The Wallowa County Sheriff Dispatcher is responsible for preparing a report detailing the communications between the city/county and the fixed site to include initial specifics of the spill, e.g., time, location, materials and quantity spilled, spiller, source of spill, public health hazards, agencies contacted, comments, etc.
The Fire Chief is responsible for preparing a report that summarizes the incident, including cause of incident, incident critique, damage assessment, expenditures, and conclusions.

The Sheriff is responsible for preparing an investigative report, witness statements, photographs, etc.

7.4 Hazardous Materials Incident Report
- The form for collection and dissemination of incidents involving the release of hazardous materials is found in Appendix 2.

7.5 Resources
- Every agency with response capabilities and task assignments is responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations. Specific resources are addressed in ESF 7 – Resource Support.

7.6 Training
- In addition to existing local internal training programs, emergency response and medical personnel will attend hazardous materials–related training courses offered by Federal and State agencies, as well as by the private sector.
- Schedules for training of personnel will be developed according to existing procedures.

7.7 Exercising
- The Fire Chief is responsible for scheduling, designing, conducting, and evaluating all exercises.
- An annual tabletop exercise and field simulation exercise will be conducted to train personnel on the use of this and other annexes. Each exercise will be followed by a critique to review the effectiveness of this annex and its support systems. The annex will be revised, based on the results of the exercise critiques.

8 Annex Development and Maintenance

8.1 General
- All agencies assigned responsibilities in this annex are responsible for developing or updating internal procedures that will ensure a continuing acceptable degree of operational readiness to carry out their responsibilities.
- The Fire Chief is responsible for the overall development of this annex and will ensure proper annex distribution and changes thereto. Each agency identified will develop SOPs that address assigned tasks.

8.2 Updates
- Recommended changes to the annex should be forwarded to the appropriate Wallowa County Fire Chief.
As revisions are made, revised and dated change pages will be provided to all individual and agencies listed as holding copies. It is the responsibility of the copy holder to keep individual copies current. Each change should be recorded in the Record of Change sheet in the front of the annex.

9 References


U.S. Environmental Protection Agency (EPA). The National Oil and Hazardous Substances Pollution Contingency Plan. Washington, D.C.


10 Appendices
Appendix 1 – Hazardous Materials Incident Report
Appendix 2 – Response Personnel Safety
Appendix 3 – Personal Protection of Citizens
Appendix 4 – Containment and Clean-Up
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APPENDIX 1

HAZARDOUS MATERIALS INCIDENT REPORT
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HAZARDOUS MATERIALS INCIDENT REPORT

1. Date: ___________________________ Time of Notification: ____________
2. Name of person receiving call: _______________________________________
3. Name and telephone number of on-scene contact: _______________________
4. Incident Location: ___________________________________________________
5. Nature of emergency (e.g. leak, explosion, spill, fire, derailment, container type and condition): __________________________________________________________
6. Name of materials released: ____________________________________________
7. Time and duration of release: ____________________________________________
8. Amount and speed of release: ____________________________________________
9. Total amount of material that may be released: _____________________________
10. Direction, height, color, odor of any vapor clouds or plumes: ______________
11. Medium or media into which the release occurred: _________________________
12. Characteristics of material (e.g., color, smell, etc.): _______________________
13. Present status of materials (e.g. gas, liquid): _____________________________
14. Weather conditions: _________________________________________________
15. Local terrain conditions: _____________________________________________
16. Possible health effects/medical emergency information: ____________________
   a. Precautions to take: _________________________________________________
17. Number of injured or dead: ____________________________________________
18. Nearby populations: 

19. Personnel at the scene: 

20. For transportation incidents:

   NOTE: Sources for this information in transportation incidents are identification numbers, shipping manifests, and placard information.

   a. Shipper and shipping point: 

   b. Carrier: 

   c. Consignee and Destination: 
APPENDIX 2

RESPONSE PERSONNEL SAFETY
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RESPONSE PERSONNEL SAFETY

To reduce the risks to first responders in the event of a hazardous materials incident, health and safety procedures have been developed that include the following:

1. **Medical Surveillance**
   The Wallowa County Rural Health Districts response team consists of emergency medical technicians who are responsible for surveillance of team members for indicators of toxic exposure effects, to include the following:
   - Change in complexion, skin discoloration,
   - Lack of coordination,
   - Changes in demeanor,
   - Excessive salivation, papillary response,
   - Changes in speech pattern,
   - Headaches,
   - Dizziness,
   - Blurred vision,
   - Cramps, and
   - Irritation of eyes, skin, or respiratory tract.

2. **Exclusion Zone**
   This is the area where contamination does or could occur. All first response personnel entering the exclusion zone must wear prescribed levels of protective equipment. An entry and exit checkpoint must be established at the perimeter of the exclusion zone to regulate the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Decontamination procedures will be closely followed to preclude inadvertent exposure.

3. **Personnel protective equipment for hazardous materials**
   - Level A Protection should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed. Personal protective equipment includes:
     - Supplied-air respirator. Respirators be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand airline respirators;
     - Full encapsulating chemical-resistant suit;
     - Coveralls;
     - Long cotton underwear;
     - Gloves, chemical-resistant;
     - Boots, chemical-resistant, with steel toe and shank;
     - Hard hat (under suit);
     - Disposable gloves and boot covers;
     - Cooling unit; and
     - Two-way radio communications.
Level B Protection should be selected when the highest level of respiratory protection is needed but a lesser level of skin and eye protection. Level B protection is the minimum level recommended on initial site entries until the hazards have been further identified and defined by monitoring, sampling, and other reliable methods of analysis and personnel equipment corresponding with those finding utilized. Personal protective equipment includes:

- SBCA,
- Supplied-air respirator,
- Chemical resistant clothing,
- Long cotton underwear (optional),
- Coveralls,
- Gloves (outer), chemical resistant,
- Gloves (inner), chemical-resistant,
- Boot covers (outer), chemical-resistant,
- Hard hat, and
- Two-way radio communications.

Level C Protection should be selected when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure unlikely. Periodic monitoring of the air must be performed. Personal protective equipment includes:

- Air-purifying respirator, full-face, canister-equipped;
- Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit; chemical-resistant coveralls);
- Gloves (other), chemical-resistant;
- Boots (other, chemical-resistant, with steel toe and shank); and
- Two-way radio communications.
APPENDIX 3

PERSONAL PROTECTION OF CITIZENS
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PERSONAL PROTECTION OF CITIZENS

The following establishes policies and procedures regarding the personal protection of citizens potentially affected by hazardous materials incidents. It includes the strategies of in-place sheltering and evacuation as well as relocation, water supply protection, and sewage system protection.

1 In-Place Sheltering

- In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure may be the most effective protection option. This strategy has been used by emergency officials when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.
- For an indoor protective strategy to be effective, planning and preparedness activities should provide:
  - An emergency management system and decision-making criteria for determining when an indoor protection strategy should be used;
  - A system for warning and advising the public;
  - A system for determining when a cloud has cleared a particular area;
  - A system for advising people to leave a building at an appropriate time; and
  - Public education on the value of indoor protection on an expedient means to reduce ventilation rates.

2 Evacuation

- Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives.
- The responsibility for recommending an evacuation normally rests with the Mayor/County BOC/Fire Department. The Incident Commander (senior fire official) will carry out the evacuation. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may advise the public in the immediate vicinity to evacuate. The Emergency Manager will coordinate all evacuation procedures, supported by City, County, and Private Sector operational forces.
- If the emergency warrants, and the senior fire official on-scene recommends, law enforcement officers will immediately initiate an evacuation. (Recommended evacuation guidelines for specific hazardous materials are contained in the 1990 EMERGENCY RESPONSE GUIDEBOOKS (for Hazardous Materials Incidents). The routes of evacuation will be determined by the senior law enforcement officer.
- Routes for incoming personnel must be determined, so as not to endanger their lives in the process of reporting to the incident site. Evacuation procedures must be coordinated with liaison personnel at the on-scene
command post to ensure the safety of the law enforcement officers and evacuees.

- If a state of disaster is declared, the EOC will be activated to coordinate the efforts of other County and municipal agencies and response personnel.
- Once a hazardous materials release has occurred, an evacuation zone would be designated, if appropriate. A general evacuation would involve the movement of the entire population located within an affected area, whereas a selective evacuation would involve a portion of the population.
- To ensure an orderly traffic flow in the event of an evacuation, control points must be established at major intersections along main evacuation routes. To restrict traffic from entering an evacuation zone, access control points are needed to divert traffic. The Police Chief/County Sheriff is responsible for establishing traffic and access points. Evacuation operations will be initiated using the following procedures:
  - The Police Department will ensure that traffic and access control points are manned in preparation for evacuation;
  - The Public Works Department will mobilize those road clearance resources assigned to support road clearance operations along primary evacuation routes; and
  - The Emergency Management will coordinate transportation requirements to support special facility evacuation.

3 Other Public Protection Strategies

- Relocation. Some hazardous materials incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.
- Water Supply Protection. Surface and ground water supplies can be contaminated by a hazardous chemical release. Planning must provide for the quick identification of a threat to the drinking water supply, notification of the public and private system operators, and warning of the users.
- Sewage System Protection. A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat.
APPENDIX 4

CONTAINMENT AND CLEANUP
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CONTAINMENT AND CLEAN-UP

This appendix provides for containment and clean-up operations and identifies resources available for clean-up and disposal.

1 Techniques for spill containment and clean-up

- The responsibility for selecting and implementing the appropriate counter measures is assigned to the Incident Commander in coordination with the State/Federal on-scene coordinator.
- The spiller is, by law, responsible for all clean-up counter-measures. The Wallowa County Health Department/Emergency Manager is responsible for determining this responsibility and monitoring the clean-up operations to ensure that the following actions are taken:
  - An approved disposal site is selected; and
  - Temporary storage sites are selected that are safe, secure and approved by a local and/or state on-scene coordinator.
- The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment or displacement techniques are being initiated. Containment methods may include:
  - Dikes,
  - Berms and drains,
  - Trenches,
  - Booms,
  - Barriers in soil,
  - Stream diversion,
  - Patching and plugging of containers or vessels,
  - Portable catch basins,
  - Over-packed drums or other forms of containerization, and
  - Re-orientation of the container.
- The Incident Commander, in conjunction with the EOC and assisted by communications, will secure private contractors for displacement techniques. They may include:
  - Hydraulic and mechanical dredging,
  - Excavating,
  - Skimming,
  - Pumping,
  - Dispersion/dilution, and
  - Vacuuming.
- Treatment of spilled hazardous substances can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. Monitoring responsibility is assigned to the Oregon Water Resources Division, in accordance with the State of Oregon EOP, Annex O (HAZMAT).
- Exposure Assessment: Initial assessment of the incident is the responsibility of the fixed facility. It should be recognized that industrial capability to assess the situation is supported by in-depth knowledge of the chemicals, facilities, and the environment. The fixed facility is liable for
damages resulting from a release and is motivated to provide timely and accurate assessment of each situation. Other assessment capability is available as well.

- The Hazardous Materials Response Team has limited monitoring and assessment capability;
- The City/County Health Department has the ability to monitor and assess exposure;
- The Oregon State Health Division has an air toxic response program with personnel and equipment to sample suspected airborne toxic compounds;
- The Federal Regional Response Team has in-depth assessment and monitoring resources. Mobilization and deployment the Federal Response Team is estimated at 3 hours.

**Restoration**

- The Wallowa County Health Department, in conjunction with state and Federal authorities, is in charge of restoration efforts;
- Treatment of contaminated soils and sediments is a responsibility of the industrial site;
- When feasible, contaminated soils and sediments will be treated on the site. Technologies available include:
  - Incineration,
  - Wet air oxidation,
  - Solidification,
  - Encapsulation,
  - Solution mining (soil washing or soil flushing),
  - Neutralization/detoxification, and
  - Microbiological degradation.
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**ESF 11 Tasked Agencies**

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### 1 Purpose and Scope

ESF 11 focuses on protecting the food supply and ensures that victims of emergencies/disasters are provided with adequate nutrition. This support function also outlines procedures for control and eradication of disease or infestation potentially impacting plant and animal health while also introducing significant risk to the local economy (dairy and poultry operations, feedlots, auction yards, Christmas tree farms, timber/logging operations, agricultural crops, wildlife, etc.). ESF 11 includes information regarding emergency animal sheltering and evacuation specific to livestock, such as dairy, cattle, poultry, sheep, goats, equine, and other production species.

### 2 Policies and Agreements

The ODA, in accordance with Oregon State law, specifically ORS, Chapter 596 (Disease Control Generally) and OAR 603 Division 11 has the authority to:

- Declare an animal health emergency;
- Impose restrictions on importations of animals, articles, and means of conveyance;
- Quarantine animals, herds, parts of the state, and the entire state, and create quarantine areas;
- Stop the movement of animals;
- Require the destruction of animals, animal products, and materials;
- Specify the method for destruction and disposal of animals, products, and materials;
- Indemnify owners for animals destroyed; and
- Employ deputy state veterinarians and livestock inspectors.

Farm Service Agency programs are administered through the U.S. Department of Agriculture (USDA) and are subsequently activated by the U.S. Secretary of
Agriculture in support of a natural hazard event, such as drought. These include the following.

- Noninsured Assistance Program,
- Emergency Conservation Program,
- Emergency CRP Haying and Grazing Assistance, and
- Emergency Loans.

Not all Farm Service Agency programs require a disaster declaration prior to activation.

The Farm Service Agency has local offices throughout the state that are often co-located with the Natural Resources Conservation Service and/or the local soil and water conservation district office. More information about programs administered by the Farm Service Agency can be accessed via the following website: [http://disaster.fsa.usda.gov/fsa.asp](http://disaster.fsa.usda.gov/fsa.asp).

2 Situation and Assumptions

- While a quick identification of a disease agent is preferable, discovery may take some time, allowing for spread across a larger area.
- Information management is critical regardless of whether a disease is present.
- Media attention will be overwhelming in Foreign Animal Disease (FAD) events.
- The U.S. economy will be significantly impacted by a disease outbreak, regardless of the disease center.
- Domestic household pets are found in approximately 60 percent of households.
- People will refuse to evacuate or accept evacuation assistance unless their pet “family member” is also evacuated.
- Investigation of animal disease occurs on a regular basis.
- A hoaxed event may impact economic markets.
- When areas are evacuated, planning should consider domestic animals left behind in the evacuation area.
- Reuniting companion animals with owners may become a major undertaking.
- The term “Domestic Animal,” for purposes of this annex, includes: cattle, sheep, goats, pigs, lamas, horses, chickens, captive herds of elk (as allowed by the Oregon Department of Fish and Wildlife [ODFW]), captive flocks of upland game birds (as allowed by ODFW), 4-H program animals, or other animals commonly considered as livestock production.
- The term “Companion Animal,” for purposes of this annex includes: Dogs, cats, captive rats/mice/hamsters/ferrets, captive birds, captive non-native fish, captive snakes, or other animals commonly considered as family pets.
3 Roles and Responsibilities

3.1 United States Department of Agriculture
- Issues Agricultural Secretary’s Declaration of Disaster;
- Oversees United States Forest Service, Natural Resources Conservation Service, and Farm Service Agency;
- Operates Federal meat inspection program;
- Operates Foreign Animal Disease Diagnostic Lab; and
- Coordinates animal disease testing.

3.2 Oregon Department of Agriculture
- Directs the overall animal health activities in a FAD;
- Develops statewide strategy and policy specific to disease eradication;
- Issues hold orders, direct quarantines, develops destruction orders;
- Arranges for individual indemnification in cooperation with the USDA;
- Coordinates deployment of state veterinary personnel, other animal health officials, and the VETT;
- Recruits, trains, and hires reserve deputized veterinarians for emergency duty;
- Coordinates activity among the ODA headquarters and field operations;
- Provides incident commanders, technical support and liaison staff; and
- Communicates with the public through the Joint Information Center.

3.3 Wallowa County Board of Commissioners
- Serves as Policy Group for the Emergency Operations Center;
- Oversees County Budget on day-to-day basis;
- Coordinates public information on County’s participation in event;
- Declares a local emergency as needed;
- Requests implementation of Mutual Aid Agreements;
- Issues need requests to the State, through OEM;
- Requests assistance from other quarters as appropriate;
- Authorizes EOC Activation;
- Under emergency authorization, directs County staff and resources to respond to the event; and
- Directs recovery effort.

3.4 Wallowa County Emergency Management
- Serves as key contact between participating agencies on day-to-day basis;
- Provides notification to County Board of Commissioners and Emergency Response Group, as needed;
- Requests EOC activation through Commissioners, as warranted;
- Responsible for notification of County Agencies involved in EOC;
- Serves as technical advisor to County BOC;
- Serves as point of contact for OEM on day-to-day basis; and
- Is responsible for Disaster and Animals Annex revision work and distribution.
3.5 **Private Veterinarian Practices**
- Follow state law regarding animal disease reporting;
- Assist with emergency domestic companion care as possible;
- Assist County with technical information on animal rescue, health, and housing issues, when possible; and
- Assist with reunification of domestic companion animals, when possible.

3.6 **Wallowa County Fire Chief**
- When disinfection needs arise, coordinate disinfection program for public facilities.
- Participate in the EOC at administrative level.
- Provide day-to-day fire response to affected and non-affected areas.
- Request State Fire Conflagration Act Declaration, if necessary, in support of event response.

3.7 **Law Enforcement – Sheriff’s Office, Oregon State Police**
- Enforce livestock quarantine when requested by Oregon Department of Agriculture – State Veterinarian or Deputy State Veterinarian;
- Coordinate security for EOC, Media Information Center, and other facilities involved with disaster event
- Coordinate security activities around perimeter or quarantine area;
- Participate in EOC at administrative level;
- Provide ongoing law enforcement services; and
- Restrict areas of County for public safety reasons.

3.8 **Oregon Department of Fish and Wildlife**
- Provide intelligence information on wildlife populations and movement during contagious animal disease events;
- Assist with depopulation of wildlife populations, as necessary;
- Assist in collection and reunification of companion animals with owners, when possible; and
- Assist in delivering emergency feed to domestic animals.

3.9 **Oregon State University Extension Agent**
- Provide intelligence information on numbers of domestic animals in the County;
- Assist ODA with identifying owners of contact herds; and
- Serve as a technical advisor to the Wallowa County BOC for agricultural issues related to event.

3.10 **Wallowa County Public Works Department**
- Assist Law Enforcement with traffic control and signage,
- Maintain inventory of heavy equipment, and
- Participate in EOC at an administrative level.
3.11 Farm Service Agency
- Assist in identifying affected producers for response and recovery efforts; and
- Provide livestock technical assistance, when possible

3.12 Wallowa County Public Health Department
- Provide correct health information to the public during an event; and
- Facilitate human disease diagnostics as appropriate to presenting animal disease.

3.13 Cattleman’s Association
- Participate in education and information dispersal to livestock producers.
- Assist in identifying affected producers in response and recovery efforts.

3.14 County Chapter of the Farm Bureau
- Participate in education and information dispersal to livestock producers; and
- Assist in identifying affected producers for response and recovery efforts.

3.15 Federal Bureau of Investigation
- Work in connection with Wallowa County Sheriff’s Office, taking the lead on criminal or terrorism investigation, as appropriate.

3.16 Oregon Emergency Management
- Confirm notification with ODA, Animal Disease Department of the potential or suspected diseased case to determine location, scale, and stage of outbreak;
- Initiate contact with the respective County Emergency Manager;
- Notify the OEM Executive Duty Officer;
- Partially activate the State ECC consistent with the extent of information received;
- Keep the Governor and necessary State Government agencies (Oregon State Police, Oregon Department of Transportation, ODFW) aware of developing issues;
- Assign an OEM County Liaison to work on issues related to the incident with the County emergency management staff;
- Be the recipient of any request for State assistance and/or County declaration request. Forward as appropriate;
- Act as liaison between FEMA, other Federal agencies (USDA, FBI), and County government; and
- Maintain contact with the County throughout the event, including recovery stages.
3.17 Federal Emergency Management Agency

- Coordinate with USDA to determine the situation and extent of request assistance (such as Federal Operations Support Assistance);
- Coordinate with impacted state(s) to determine unmet needs and whether the state might seek major disaster declaration or other support from FEMA;
- Report information about the situation to FEMA headquarters and seek direction; and
- Coordinate with Regions 8 and 9, as well as Emergency Preparedness Canada, to help ensure a consistent response and sharing of information.

*Actions may result in EOC activation, depending on circumstances.*

4 Concept of Operations

OEM is guided by directives set forth in ORS 401. As such, OEM will function to provide support to local government authorities and will coordinate state assets in situations where a State declaration of emergency has been made. Deployed state assets will depend on a declaration of emergency/disaster by the local County government.

4.1 Foreign Animal Disease

It is overly simplistic to say that the organizational structure during an animal disease outbreak would be based on a multi-agency, unified command system. In reality, there are two separate response operations occurring simultaneously. One directly addresses the animal disease vector and resolution; the second addresses the human side of this disaster, the recovery effort, and logistical support to both responses.

In addition to these two responses, there may a law enforcement investigation case, requiring all involved agencies to coordinate and cooperate in their disaster response activities and attention paid to disruption of evidence.

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

While specific State and Federal agencies are charged with certain responsibilities in FAD outbreaks (foreign animal disease – USDA/ODA, terrorism – FBI), local government remains in charge of the overall disaster relief effort within its boundaries.

A list of animal diseases reportable to the ODA, Animal Health and Identification Division is attached in Appendix A.
Because animal disease events and actions are disease-specific, detailed information will be maintained in Appendix B on the expected flow of the event for specific diseases. Currently, this annex covers Foot and Mouth Disease.

**The general expected flow of any animal disease event would be as follows:**

- Livestock producer contacts local veterinarian because of animal health issues; veterinarian detects potential disease during course of normal duties; disease indicators surface during slaughter; or animal owner discovers abnormality and inquires through local veterinarian.
- Veterinarian (or meat inspector) makes report to USDA/State Veterinarian per State Law and quarantines animals (herd).
- Foreign Animal Disease Diagnostician visits animals as part of investigation. Sample material taken for diagnosis. Coordination with other agencies and annex implementation may occur at this point if collaborating evidence of disease is present. County EOC activated and local disaster declaration signed, as appropriate.
- Laboratory results returned to State Veterinarian. Coordination with other agencies and annex implementation only if laboratory results are positive for disease. County EOC activated and local disaster declaration signed, as appropriate.

**General Local Response to animal disease event:**

- Notification to the County Emergency Manager from Oregon Emergency Management and/or the ODA of positive test result, or a high degree of confidence that an animal disease is present in the County. However, depending on the circumstances, the County Sheriff may be the first contact if the ODA requires enforcement of a quarantine area.
- Emergency Manager notifies the County BOC and the County Emergency Response Group of the event.
- The EOC may or may not be activated, depending on the specific disease agent, anticipated impact to County, or other factors at the time of the event. In cases where the EOC is not activated, incident management will be carried out through the Emergency Manager.
- When notified of a County Emergency, Operations activation, OERS will notify adjacent County emergency management programs of the activation and reason for activation.
- A combined public information effort between Wallowa County and the lead animal health agency will be implemented. In the case of an animal disease that can spread to humans, the County Health officer will participate for medical issues in this cooperative public information effort.
- The EOC will coordinate requests by the lead animal disease agency for local resources and mutual aid resources. If the resource requested is beyond the County’s capability, the County will request assistance from adjacent mutual aid partners and/or the State.
- Local recovery efforts will occur simultaneously with the event response and will be coordinated with the County BOC.
4.2 Disasters Where Animals Are Involved
The organizational structure for the rescue, care, and reuniting of animals with owners follows a more standard incident management system. Once the need for domestic animal assistance is noted, this annex should be implemented and coordinated through the Wallowa County EOC.

5 Administration and Logistics
The administration of this annex occurs through the EOC or the Emergency Manager, when appropriate.

5.1 Mutual Aid
Mutual Aid resources are intended to provide assistance during the time of critical need directly following a disaster or in cases where specialized or specific technical assistance is required for a set task. Accessing mutual aid resources requires a coordinated effort between the requestor and the requested agency.

Wallowa County has signed off on a County Mutual Aid agreement. The BOC enacts any request for mutual aid under this agreement.

Other department specific mutual aid agreements are in place. To provide a coordinated effort, the requesting department should coordinate with the BOC before enacting.

All resources activated through mutual aid agreements needs to be tracked by the EOC for cost and liability purposes.

5.2 Use of Volunteers
Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers are signed up when a completed application form is signed off by the County Administrative Services Director.

Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.

5.3 Expenditures during an Emergency and Resource Management
All purchases made on the County’s behalf need to be approved per County guidelines. Department heads with budget authority may not exceed their authority without the permission of the BOC.

County equipment or property damaged during emergency conditions will be filed as such. Where private property or resources are used, a claim against the County will be checked against receipt and authorization.

6 Supporting Plan and Procedures
None at this time
7  Annex Development and Maintenance
This plan is revised by the Wallowa County Emergency Manager. Questions, suggestions, or revision materials should be forwarded to this position.

8  Authorities and References
Oregon Revised Statue 401
Oregon Revised Statue 596
Oregon Revised Statue 599
Oregon Revised Statue 601
OAR 603-011
OIE Code Chapter 2.1.1
Stafford Act as revised
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ESF 12 Energy
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### 1 Purpose and Scope
ESF 12 is responsible for the restoration of damaged energy utility infrastructure and accompanying systems within the County, following a disaster. Also considered in this ESF is the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. All forms of energy production and transmission and its associated infrastructure should be considered, including electrical, natural gas, petroleum products, hydroelectric, wind, etc. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, AOCs (if applicable), government offices/facilities, water/sewage systems, and other essential community services.

### 2 Situation and Assumptions

#### 2.1 Situation
Wallowa County is subject to a number of emergency disaster circumstances that could occur locally, would create a need for emergency energy utility services, and could have a general deterring effect on the safety and welfare of the people.

#### 2.2 Assumptions
- All utility equipment and personnel will be available to cope with any anticipated disaster.
- Repair and restoration of essential services and vital facilities is possible, such that utilities can reasonably be expected to accomplish this task.
- The primary responsibility of utilities will be the maintenance and restoration of utility services.
- Utility services have the capability to accept increased demands.
- Private utility companies will cooperate and assist Wallowa County government services.
- In the event of a nuclear attack on the United States, the national electric power grids will go down, telephone service will not be reliable, and natural gas service will be interrupted.
- Utility responsibilities include:
  - Electric power services,
  - Water and sewer services, and
  - Telephone services.

### 3 Roles and Responsibilities
During emergencies, utilities will be managed by the Emergency Manager through the existing divisions with existing organization structure.
3.1 Emergency Manager
- Coordinate emergency utility activities.
- Prepare and train personnel in emergency procedures.
- Initiate mutual aid agreements.
- Identify private sources of backup support (contractors, dealers).
- Develop resource lists.
- Participate in planning, execution, and critique of exercises.
- Provide engineering services.
- Assess damage to utility system.
- Safeguard vital records.
- Maintain reasonable stockpiles of emergency materials.
- Accomplish emergency repair of essential services.
- Remove debris from in or around utility service area.
- Assist in decontamination.
- Place barricades when needed for public safety.
- Provide equipment, as needed.

3.3 Electric Power Manager
- Review plans for continuation of services during emergencies.
- Determine allocations and priorities for consumers, essential facilities, and essential users within Wallowa County.
- Assist local officials in informing customers of any necessary curtailment and resolve any conflicts between essential users regarding the basis of state government policy directives that provide guidance.
- Develop procedures for recovery, acquisition of materials necessary for emergency repair, and restoration of electrical service.
- Ensure that cost accounting records are maintained during all phases of an emergency.
- Ensure that increased security measures safeguard against any increased probability of sabotage at power generating and distribution points; request additional law enforcement protection, if needed.

3.4 Water/Wastewater Manager
- Maintain water pressure. (See Appendix 6.)
- Provide potable water. (See Appendix 6.)
- Maintain sewage system. (See Appendix 7.)
- Provide temporary sanitary facilities, as needed.
- Coordinate with Health Department on water testing.
- Decontaminate water system.
- Assess Damages.
- Maintain contact with EOC.
4  Concept of Operations

4.1  General
Ultimate responsibility for providing utility services during emergencies rests with the BOC. The Emergency Manager has the option of delegating authority for tasks and responsibilities as required.

4.2  Action by Phase of Management

Mitigation
- Train personnel in emergency procedures.
- Participate in hazard analysis and identify vulnerabilities in utilities.
- Accomplish mutual aid agreements.
- Identify private contractors useful for support during emergencies.
- Review and update this annex.
- Review other annexes and clarify utilities role.
- Participate in planning, execution, and critique of exercises.
- Work with planning commission to ensure that new construction does not increase hazard or vulnerability threat.

Preparedness
- Review emergency plans and procedures.
- Review utility capabilities status; initiate made-ready actions.
- Ensure that debris removal equipment is in good repair.
- Ensure that barrier and road block material and equipment is available.
- Review and update utility emergency plans.
- Review emergency staffing plan.
- Secure equipment against damage.
- Place standby equipment in operational readiness.
- Review communications procedures with the EOC.
- Review contingency plans.
- Review procedures to support accomplishment of tasks outlined in this annex.
- Effect movement of equipment and critical supplies, as necessary to ensure their survival.

Response
- Maintain contact with EOC.
- Maintain EOC utilities, as necessary.
- Repair and restore essential services and vital utility services, as required.
- Provide emergency power.
- Conduct inspections required for restoration of service.
- Clear debris, as necessary.
- Assess damage; survey disaster area and evaluate in terms of utility estimates.
- Barricade damaged areas, as necessary.
Secure assistance of private contractors, request aid from other jurisdictions and from the private sector, as needed.
- Make recommendations to alleviate problems.
- Effect movement of equipment and supplies, as required.
- If shortages or overload conditions appear imminent, the Emergency Manager, in coordination with the EOC Executive Group, will initiate curtailment procedures as outlined in utilities SOPs.
- Install or restore service to refugee locations without utility service.
- Ration utility usage, if necessary.

**Recovery**
- Repair plant.
- Support decontamination work, as necessary.
- Coordinate private and volunteer aid.
- Replace damaged or destroyed utilities equipment.
- Make recommendations to legislative body regarding changes in planning, zoning, and building code ordinances to mitigate impact of future emergencies.
- Restore normal services.
- Terminate services to vacated refugee locations.

**5 Direction and Control**
The usual supervisors will continue their day-to-day responsibilities during an emergency, exercising operational control of utility forces. Once the EOC is activated, a utilities representative will report to the EOC. The Emergency Manager shall maintain overall management of equipment and personnel, set priorities for resources, and coordinate activities with the EOC.

The Emergency Manager will coordinate the request for deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors. Volunteer and auxiliary forces will work under the supervision of the senior utility official where they are deployed.

**6 Continuity of Government**
Lines of succession within each division and department will be according to the established SOPs.

**7 Administration and Support**

**7.1 Administration**
The timely and efficient response of utility forces will require extraordinary coordination between field forces and the EOC. Priorities will be assigned by the Emergency Manager to facilitate an orderly use of utility forces.
■ The Emergency Manager shall develop procedures for requesting assistance from private contractors and private citizens during emergencies, if needed

7.2 Support
■ Emergency requests shall be coordinated through the EOC.
■ The Emergency Manager may purchase equipment, supplies, and personnel services to support response and recovery efforts, subject to approval by the Emergency Management Director.
■ Adequate records of all purchases, costs, and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims and to critique the operation.

7.3 Communications
■ The utilities communications network is presented in Appendix 4. An internal recall roster will be maintained.

8 Annex Development and Maintenance
The Emergency Manager is responsible for the development, exercise and maintenance of this annex. Each agency will develop SOPs that address assigned tasks.

9 References

10 Appendices
Appendix 1 – Utilities Listing
Appendix 2 – Emergency Power Listing
Appendix 3 – Electric Service Emergencies
Appendix 4 – Water Emergencies
Appendix 5 – Wastewater Emergencies
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APPENDIX 1

UTILITIES LISTING
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# UTILITIES LISTING

<table>
<thead>
<tr>
<th>Utility</th>
<th>Main Contact</th>
<th>Service Area</th>
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<tbody>
<tr>
<td>Pacific Power</td>
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<td>Wallowa County</td>
<td>503-426-3158</td>
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<tr>
<td>GTE</td>
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<td>Wallowa County</td>
<td>503-426-4921</td>
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<tr>
<td>Crestview Cable</td>
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<td>Wallowa County</td>
<td>503-426-3636</td>
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APPENDIX 2

EMERGENCY POWER LISTING
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# EMERGENCY POWER LISTING

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Size</th>
<th>Fuel Storage/Type</th>
<th>Capacity (days)</th>
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<tbody>
<tr>
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<td>Generator</td>
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APPENDIX 3

ELECTRIC SERVICE EMERGENCIES
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ELECTRIC SERVICE EMERGENCIES

1 Curtailment of Electric Power Services
In case of electric power shortage, local government may curtail local use as shown below. Steps 1 through 6 can be enforced by action of local government. Step 7 is carried out by the electric utility. Inform and instruct the public through any available means of communications. Modify curtailment steps to suit local conditions. During restoration of electric power service, reverse the order of the steps listed below.

Step 1 - Discontinue
- All advertising, decorative and flood lighting, and display and showcase lighting.
- All comfort air conditioning.
- Use of electric ovens and broilers in home cooking.
- Use of all residential electric appliances except freezers, refrigerators, ranges, and television or radio receivers.

Step 2 – Reduce
- Public lighting.
- Thermostat setting to maximum of 65 degrees during the day and 50 degrees at night time.
- Use of hot water heated by electricity to minimum.
- General illumination by 50 percent in all commercial and residential establishments.
- Use of radio and television receivers to the minimum necessary to receive emergency information and instruction.

Step 3 – Discontinue Use of Electricity
- In all places of amusement.
- In nonessential public places.

Step 4 – Discontinue Use of Electricity
- In all commercial, wholesale, and retail establishments, except those engaged in food, fuel, medical supplies, distribution, or storage.
- In all industrial establishments not engaged in the manufacture, processing, or storage of staple foods, medicines, and medical supplies, or specifically designated as essential facilities.
- In all office building not engaged in essential services.

Step 5 – Discontinue Use of Electricity
- All industrial facilities except those engaged in manufacturing, processing, refrigeration, and distribution of staple foods, fuel, and medical supplies.
Step 6 – Discontinue Use of Electricity

- To preferred services.

Step 7 – Electric Utility Should Disconnect All Power Supply
APPENDIX 4

WATER EMERGENCIES
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WATER EMERGENCIES

Guidelines for Managing Water Supplies
Information obtained from: http://www.fema.gov/plan/prepare/watermanage.shtm

Essentials
1. Allow people to drink according to their needs. Many people need even more than the average of one-half gallon, per day. The individual amount needed depends on age, physical activity, physical condition, and time of year.
2. Never ration water unless ordered to do so by authorities. Drink the amount you need today and try to find more for tomorrow. Under no circumstances should a person drink less than one quart (4 cups) of water each day. You can minimize the amount of water your body needs by reducing activity and staying cool.
3. Drink water that you know is not contaminated first. If necessary, suspicious water, such as cloudy water from regular faucets or water from streams or ponds, can be used after it has been treated. If water treatment is not possible, put off drinking suspicious water as long as possible, but do not become dehydrated.
4. Do not drink carbonated beverages instead of drinking water. Carbonated beverages do not meet drinking-water requirements. Caffeinated drinks and alcohol dehydrate the body, which increases the need for drinking water.
5. Turn off the main water valves. You will need to protect the water sources already in your home from contamination if you hear reports of broken water or sewage lines or if local officials advise you of a problem. To close the incoming water source, locate the incoming valve and turn it to the closed position. Be sure you and other family members know how to perform this important procedure.
   - To use the water in your pipes, let air into the plumbing by turning on the faucet in your home to the highest level. A small amount of water will trickle out. Then, obtain water from the lowest faucet in the home.
   - To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve at the tank and turning on the hot water faucet. Refill the tank before turning the gas or electricity back on. If the gas is turned off, a professional will be needed to turn it back on.

Water Sources

Safe Sources
- Melted ice cubes;
- Water drained from the water heater (if the water heater has not been damaged);
- Liquids from canned goods such as fruit or vegetable juices; and
- Water drained from pipes.
Unsafe Sources

- Radiators;
- Hot water boilers (home heating system);
- Water beds (fungicides added to the water or chemicals in the vinyl may make water unsafe to use);
- Water from the toilet bowl or flush tank; and
- Swimming pools and spas (chemicals used to kill germs are too concentrated for safe drinking but can be used for personal hygiene, cleaning, and related uses).

Water Treatment

Treat all water of uncertain quality before using it for drinking, food washing or preparation, washing dishes, brushing teeth, or making ice. In addition to having a bad odor and taste, contaminated water can contain microorganisms (germs) that cause diseases such as dysentery, cholera, typhoid, and hepatitis.

There are many ways to treat water. None is perfect. Often, the best solution is a combination of methods. Before treating, let any suspended particles settle to the bottom or strain them through coffee filters or layers of clean cloth.

Make sure you have the necessary materials in your disaster supplies kit for the chosen water treatment method.

The following three methods can be used to treat water: • Boiling , • Chlorination, and • Distillation.

These instructions are for treating water of uncertain quality in an emergency situation, when no other reliable clean water source is available, or when you have used all of your stored water.

Boiling

Boiling is the safest method of treating water. In a large pot or kettle, bring water to a rolling boil for 1 full minute, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This also will improve the taste of stored water.

Chlorination

You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 to 6.0 percent sodium hypochlorite. Do not use scented bleaches, color safe bleaches, or bleaches with added cleaners. Because the potency of bleach diminishes with time, use bleach from a newly opened or unopened bottle.
Add 16 drops (1/8 teaspoon) of bleach per gallon of water, stir, and let stand for 30 minutes. The water should have a slight bleach odor. If it doesn’t, then repeat the dosage and let stand another 15 minutes. If it still does not smell of chlorine, discard it and find another source of water.

Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 to 6.0 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

**Distillation**

While the two methods described above will kill most microbes in water, distillation will remove microbes (germs) that resist these methods, as well as heavy metals, salts, and most other chemicals.

Distillation involves boiling water and then collecting only the vapor that condenses. The condensed vapor will not include salt or most other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

**Effectiveness of Water Treatment Methods**

<table>
<thead>
<tr>
<th>Methods</th>
<th>Kills Microbes</th>
<th>Removes other contaminants (heavy metals, salts, and most other chemicals)</th>
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</thead>
<tbody>
<tr>
<td>Boiling</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Chlorination</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Distillation</td>
<td>yes</td>
<td>yes</td>
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</table>
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APPENDIX 5

WASTEWATER EMERGENCIES
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WASTEWATER EMERGENCIES

If the local sewage system becomes overloaded, or if there are not enough toilet facilities to accommodate relocated people in their lodging areas, the Wastewater Manager will need to improvise waste disposal latrines and other sanitation devices.

General considerations for improvised toilet facilities and waste disposal:

- Select a site at least 100 yards from any food preparation area and 150 feet away from nearest water source.
- The site should be accessible to users but away from lodging or residential areas.
- Provide separate latrines for men and women and place canvas or other type of screen or tent around them.
- There should be enough latrine seats to accommodate 8–12 percent of people at one time.
- Prevent surface water from flowing into latrines by digging drainage ditches.
- Control flies by spraying area with insecticides; spray latrine pit twice weekly; keep latrine area clean.
- Install hand-washing device and disinfecting solution near the latrine area; keep supply of toilet paper in rainproof containers.
- When latrine pit becomes filled with waste to within 1 foot from the surface, close the latrine.
  - Cover contents with minimum of 2 feet of earth and pack down firmly.
  - Spray the area with oil or insecticide.
  - Mount pit over with at least one foot of dirt and spray again.
  - Mark site “CLOSED LATRINE.”
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**ESF 13 Tasked Agencies**

<table>
<thead>
<tr>
<th>Primary Agencies</th>
<th>Wallowa County Sheriff’s Office</th>
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<td>Supporting Agencies</td>
<td>Wallowa County Counsel</td>
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<td>Wallowa County Public Works</td>
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<td>Adjunct Agencies</td>
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</table>

1 **Purpose and Scope**

ESF 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function includes general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including County and local EOCs), and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2 **Policies and Agreements**

The following memoranda of understanding are in place to support Wallowa County with activities and functions under ESF 13.

- None at this time.

3 **Situation and Assumptions**

3.1 **Situation**

During times of emergency, law enforcement agencies will be called upon to expand their operations. Wallowa County has several State and Federal agencies that can provide support to local agencies as needed.

3.2 **Assumptions**

Local law enforcement personnel will generally be able to provide adequate police control through existing mutual aid agreements. If local capabilities are exceeded, support will be available from any of several State and Federal law enforcement groups.
4 Roles and Responsibilities
The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

4.1 Wallowa County Sheriff’s Office
- Coordinate all law enforcement activities in Wallowa County.
- Maintain law and order.
- Provide security for key facilities resources and the disaster area.
- Provide protection of property in damaged areas.
- Provide traffic control.
- Provide crowd control.
- Coordinate warning and communications. (See ESF 2.)
- Provide support for shelter/mass care operations. (See ESF 6.)
- Assist evacuation. (See ESF 6.)
- Provide support for health/medical and rescue operations. (See ESFs 8 and 9.)
- Assist in hazardous materials incidents. (See ESF 10.)
- Prepare appropriate mutual aid agreements.
- Support other public safety activities.

4.2 City Police Departments
- Maintain law and order.
- Provide security for key facilities resources and the disaster area.
- Provide protection of property in damaged areas.
- Provide traffic control.
- Provide crowd control.
- Coordinate warning and communications. (See ESF 2.)
- Provide support for shelter/mass care operations. (See ESF 6.)
- Assist evacuation. (See ESF 6.)
- Provide support for health/medical and rescue operations. (See ESF 8 and 9.)
- Assist in hazardous materials incidents. (See ESF 10.)
- Prepare appropriate mutual aid agreements.
- Support other public safety activities.

4.3 Local Public Works
- Position traffic control devices (i.e., barricades, covers, etc.) as per law enforcement instructions.
5 Concept of Operations

5.1 General
Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control. Local agencies will have the primary responsibility for routine law enforcement, and support groups will assist in traffic and crowd control.

5.2 Emergency Support Function Actions by Phase of Emergency

5.2.1 Mitigation
- Provide continuous plan review and updating.

5.2.2 Preparedness
- Prepare plans for traffic control.
- Develop adequate communications systems for emergencies.
- Provide training of primary and auxiliary personnel.

5.2.3 Response
- Maintain law and order.
- Operate a local warning system. (See ESF 2.)
- Provide mobile units for warning purposes. (See ESF 2.)
- Provide security for key facilities.
- Patrol evacuated areas.
- Provide back-up communication for shelter operations.
- Support other public safety operations.
- Provide traffic and crowd control.
- Issue passes to restricted areas.

5.2.4 Recovery
- Continue response operations.
- Assist in damage assessment.

6 Direction and Control
Routine operations will be handled by standard procedures. During major emergency or disaster situations, which require Wallowa County EOC activation, the Chief Law Enforcement Officer will be responsible for coordinating all emergency law enforcement operations within the jurisdiction from the Wallowa County EOC. An on-scene command post(s) may be established at the site(s) of a disaster situation in conjunction with other responding agencies, such as fire services, and the senior law enforcement person on-scene will be in charge of law enforcement activities and report to the Chief Law Enforcement Officer in the EOC. The Chief Law Enforcement Officer will establish and maintain communications with the on-scene command post and direct emergency operations from the EOC in coordination with other responding agency
representatives at the EOC. If local capabilities are exceeded, the Chief Law Enforcement Officer will request outside assistance through the person in overall charge of the EOC. Outside assistance may be provided from mutual aid agreements or from State or Federal sources.

7 Continuity of Government
Lines of succession to each department head are according to the SOPs established by each department.

8 Administration and Support

8.1 Passes
Experience has indicated that there are cases where special passes are needed in a disaster area and if discretion and common sense are not used, a community can become paralyzed with over-enforcement or disaster relief action can be seriously hampered with under-enforcement. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest upon the Emergency Manager, and the order for requiring passes shall be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC. An effort has been made to issue in advance “Official Vehicle” cards to essential City and County personnel and key industries.

The following vehicles and their occupants are exempt from pass requirements: marked utility company vehicles (power, phone, gas companies, etc.), military and government vehicles, marked City and County vehicles (water, sewer, trucks, etc.), relief agencies (American Red Cross, Salvation Army, etc.). Common sense dictates that many emergency passes are already in existence (press cards, medical personnel, etc.). These passes will be honored unless a reasonable question arises as to their authentication. If such questions should arise, the party should be routed to the nearest law enforcement agency for consideration of a temporary pass.

8.2 Communications
The law enforcement communications network is shown in Appendix 8 to ESF 2 – Communications. The Sheriff’s Office and City Police Department will operate a base station in the EOC during response operations. An internal recall roster will be maintained.

8.3 Resources
A listing of available law enforcement resources is found in Appendix 3.

8.4 Key Facilities
A listing of facilities designated for police protection during an emergency may be found in Appendix 4.
9 Annex Development and Maintenance
It is the responsibility of each law enforcement agency to ensure its own operational capabilities. The Sheriff’s Office will continue the planning of all law enforcement operations related to emergency management operations and ensure the maintenance of ESF 13. Each agency will develop SOPs that address assigned tasks.

10 References


11 Appendices
Appendix 1 – Disaster Area Permit
Appendix 2 – Law Enforcement Resources
Appendix 3 – Key Facilities
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APPENDIX 1

DISASTER AREA PERMIT
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DISASTER AREA PERMIT

Vehicle control into a cordoned area has always been a concern to the local law enforcement officials during periods of emergency crisis or a disaster. In an attempt to control this problem, a DISASTER AREA PERMIT has been developed by this office to be used during these events.

The intent of this Disaster Area Permit is to assist the officer in determining who is authorized to enter the cordoned area. Only persons who have been issued a permit will be allowed access to the cordoned area.

The distribution of this permit will be through the Office of Emergency Management or at the field command post. The decision to use this permit will be based on the type of crisis and duration of the event.

If the decision is made to utilize the permit, a verbal communiqué will be issued through two-way communications with other agencies involved in the recovery.

Verification of a particular permit may be requested by an officer through either the command post or Office of Emergency Management. Verification of the permit may be obtained by giving the verification number (example: 0013). The person who is receiving the request will transmit the following information back to the officer requesting verification:

- Name,
- Address,
- Make of car and license plate number, and
- Date of issuance.

In the event an officer may wish to expel a person from a cordoned area, it is requested that this officer notify the command post or Office of Emergency Management of this decision, in order that the verification number can be removed from the log book.

The recipients of a Disaster Area Permit will fall into these categories:

- Persons living within the cordoned area;
- Persons requesting admittance into the cordon area to assist friends and/or relatives;
- Emergency personnel not driving a marked vehicle; and
- Persons not listed above, but with approval of a field supervisor at the command post.

With the development of this Disaster Area Permit, control of vehicle traffic into the cordoned area can be maintained. This type of control method will lessen the possibility of unauthorized persons and certainly restrict the possibility of looting.

Any questions concerning the use of this permit may be directed to the Office of Emergency Management.
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APPENDIX 2

LAW ENFORCEMENT RESOURCES
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## LAW ENFORCEMENT RESOURCES

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<td>Generators (Portable)</td>
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<td>Vehicle Maintenance</td>
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<td>Mobile Radios (list frequency)</td>
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<td>Video Taping Units (list type size)</td>
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APPENDIX 3

KEY FACILITIES
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KEY FACILITIES

ESSENTIAL OPERATIONS:

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<th>Employees &amp; Dependents</th>
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ESF 14 Long-Term Community Recovery
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1 Purpose and Scope

1.1 Recovery
ESF 14 provides an overview of the general process to be followed in recovering from the consequences of a disaster or other emergency affecting Wallowa County. It outlines the immediate steps to request State and Federal assistance and the type of assistance that may be available. To be most effective, this annex should be used in conjunction with the Oregon State Disaster Recovery Assistance Guidebook.

The recovery process begins during the response phase of the emergency. Incident management must document all costs that are eligible for reimbursements from the Robert T. Stafford Act PL 277, CRF 44 as amended.

Emergency Management will coordinate the initial damage assessment in cooperation with the Building Inspection Division and the American Red Cross. The County Assessor’s Office will calculate an estimated dollar amount for total loss and damages. There are two types of recovery assistance programs: the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized. In most cases, both programs are available.

The Department of Homeland Security and other Federal agencies offer several sources of recovery-oriented disaster relief. FEMA provides two types of recovery assistance programs: the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized although in most cases, both programs are available. Additionally, the Small Business Administration can declare a disaster and provide low interest loans for businesses and local residences. The USDA may declare an area to be eligible for the emergency feed program to assist farmers with additional assistance. The American Red Cross also provides a safety net for assisting individual and families with emergency assistance programs, which include grants and additional financial assistance.

1.2 Mitigation
This ESF also describes coordinated hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impacts of natural and man-made hazards on the citizens of Wallowa County.

2 Policies and Agreements
A number of policies and programs are available to support recovery operations, financial reimbursement, and other types of assistance following an emergency or
disaster. The following agencies/entities have established disaster programs that can assist with local recovery efforts:

- None at this time.

3 Situation and Assumptions

3.1 Situation

Several hazardous conditions exist within Wallowa County, both natural and man-made, that have the potential for causing loss of lives, inflicting injuries, or causing extensive property damage.

3.2 Assumptions

- Exposure to risks from hazards exist, whether or not an incident actually occurs.
- The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to an incident occurrence. Effective post-incident mitigation actions can also reduce the risk of repeat disasters.
- Hazard mitigation planning and implementation activities are an on-going program/process and are an integral and complementary part of an effective comprehensive emergency management program.
- Mitigation action to save lives and reduce damages can be achieved through properly coordinated group effort. This effort will require the cooperation of various levels of government and may be well served by the involvement of talented individuals with expertise in varying disciplines outside of government.
- The effective, long-term reduction of risks is a goal and responsibility shared by all residents of Wallowa County.

4 Roles and Responsibilities

Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The Emergency Manager is responsible for the overall emergency management program; however, the Public Works Director has been designated as the Hazard Mitigation Coordinator (HMC) and serves as the single manager/coordinator for this function.

The Hazard Mitigation Team (HMT) consists primarily of representatives of local government but may also include representatives from industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1 of this annex. The HMT provides a pool of local people with skills in the wide variety of disciplines that may be needed to achieve effective hazard mitigation objectives. Team members are selected by the HMC, who also serves as team leader and functional manager.
4.1 Hazard Mitigation Coordinator
- Coordinate all hazard mitigation–related activities of this jurisdiction.
- Select individual members of the HMT, assign tasks, and manage the various activities of the team so as to accomplish mitigation planning and implementation objectives.
- Ensure development, distribution, and retention of mitigation reports, records, and associated correspondence, and monitor implementation of appropriate mitigation measures.
- Serve as point of contact and provide local assistance for Federal- and State-level mitigation planning activities.
- Develop SOP for compiling information, determining priority of efforts, preparing reports, and monitoring implementation of mitigation measures.
- Maintain this annex and ensure that all of its component parts are updated and contain current data.

4.3 Hazard Mitigation Team Members
- Assist in the accomplishment of team objectives, as assigned by the HMC.
- Provide technical assistance and functional expertise in disciplines as assigned in Appendix 1 of this annex.

5 Concept of Operations

5.1 Definitions

5.1.1 Hazard Mitigation
Hazard mitigation consists of any action taken to eliminate or reduce long-term risk to human life and property from natural and man-made hazards.

5.1.2 Appropriate Mitigation Actions
Mitigation measures are those which balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management and the adoption and enforcement of safe land use regulations and construction standards, are considered highly appropriate mitigation actions. Such actions are relatively inexpensive to implement, are long-term in nature, and are applicable on an area-wide basis.

5.1.3 Incident
Any event or occurrence in which people and/or property are placed at risk from the adverse impact of a natural or man-made hazard. The severity of an incident is determined by the degree (magnitude) of risk produced during the incident.

5.1.4 Risk Factors
Risk factors are a group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine
priority of mitigation planning and implementation activities. Individual risk factors are as follows:

- Number of previous incidents involving this hazard.
- Probability of future incidents occurring that involve this hazard.
- Number of people killed or injured during previous incidents and number of people potentially at risk from future incidents involving this hazard.
- Damages to homes, businesses, public facilities, crops, and livestock that have been caused by previous incidents or are potentially at risk from future incidents involving this hazard.
- Capabilities and shortfalls of emergency management organization to effectively respond to incidents involving this hazard.
- Recovery activities needed to return jurisdiction to pre-incident status.

The recovery process involves not only time requirements but also the associated costs to repair damages, restore services, and return economic stability after an incident.

5.1.5 Disaster
A disaster is a situation resulting from an incident that causes widespread or severe damage; injury or loss of life, property, or resources; and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and so enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

5.2 General
- This annex is not intended to describe in detail all aspects of the mitigation program of this jurisdiction. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.
- The HMC is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by an HMT composed of representatives of the local population.
- Members of the HMT provide a multi-disciplined local capability to identify mitigation opportunities and implement mitigation measures in either a pre- or post-incident situation.
- The HMT is not viewed as a standing organization of rigid membership and regular duties but rather one of flexible membership whose makeup and duties depend upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the situation while ensuring the involvement of appropriate individuals from the community.
- The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction.
- The HMT Report system described in this annex provides a means to develop a multi-disciplined, ongoing mitigation planning and implementation process.
Consistent with capabilities, the State Division of Emergency Management (DEM) will provide coordination, technical assistance, and guidance to achieve effective risk reduction objectives.

In the event of a Presidential Major Disaster Declaration for this jurisdiction, the HMC and HMT will provide assistance to the FEMA Disaster Team.

This mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint Federal, State, and local government partnership dedicated to the achievement of effective risk reduction objectives.

5.3 Phases of Management

5.3.1 General

Hazard mitigation activities are not only a response to an incident and a known hazard, but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an ongoing element of the emergency management program, which directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time but are classified as either pre-incident or post-incident activities because program objectives are hazard oriented.

These activities are not mutually exclusive and should be merged into a coordinated, continuous mitigation process.

5.3.2 Pre-Incident Mitigation

Pre-incident mitigation activities are those that take place prior to the occurrence of an incident. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

5.3.3 Post-Incident Mitigation

Post-incident mitigation activities that take place after an incident has already adversely affected the jurisdiction. These activities are a response and are conducted too late to prevent or reduce the impacts already suffered. Heightened hazard awareness and a desire for speedy recovery provide an emphasis for conducting mitigation activities during this time frame. Mitigation opportunities can be identified and implemented that can be very effective in reducing potential damages from future incidents.

6 Direction and Control

The HMC will manage the activities of the HMT and coordinate all hazard mitigation–related activities of this jurisdiction.
7 Continuity of Government
Lines of succession for the HMC will be determined in accordance with the Public Works Department’s SOP. Lines of succession within each agency or department will be determined according to established SOPs.

8 Administration and Support

8.1 Records and Reports
- Records of previous incidents and disaster declarations are contained in Appendix 5 and 6 of this annex. Both records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant incidents that require initiation of an HMT Report.
- The HMT Report is a three-part, time-phased record of mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance, and guidance. Report components and instructions are contained in Appendices 2 through 4 of this annex.
- A listing of mitigation-related documents on file that pertain to this jurisdiction is provided as Appendix 7 of this annex. This reference record is a listing of plans, programs, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. An example of items listed are flood control studies, levee improvement agreements, dam safety plans/guidance, local ordinances, Hazard Mitigation Plans, Flood Hazard Boundary Maps, Flood Insurance Rate Maps, drainage studies, etc. This record provides a listing of reference documents to be maintained and utilized as an aid to identify and accomplishing mitigation objectives.
- Additional reports to monitor long-term implementation measures will be prepared as needed.

8.2 Release and Distribution of Information
- Completed HMT Reports will be submitted to the chief elected official of this jurisdiction for review and action as appropriate. Completed reports, along with letters of transmittal, will be provided to the following address: Governor’s Division of Emergency Management, ATTN: Hazard Mitigation Officer.
- Completed reports, historical records, and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.
9 Supporting Plan and Procedures
   - Wallowa County Hazard Mitigation Plan

10 Annex Development and Maintenance
The HMC will ensure the maintenance of all components of this annex, to include report, record, SOPs, and associated correspondence files.

11 References


FEMA. Current “Flood Hazard Boundaries Maps” and “Flood Insurance Rate Maps” are available for most flood-prone areas.

U.S. Army Corps of Engineers. “High Flood Hazard Area Studies” conducted under authority of Section 22 of Public Law 93-251 are available for many areas of Oregon.

Appendices
Appendix 1 – Hazard Mitigation Team
Appendix 2 – Hazard Mitigation Team Report (Part I, Survey)
Appendix 3 – Hazard Mitigation Team Report (Part II and III, Implementation Progress)
Appendix 4 – Instructions for Completing Mitigation Reports
Appendix 5 – Incident Record
Appendix 6 – Disaster Declaration Record
Appendix 7 – Mitigation Reference Record
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The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with technical knowledge and expertise in a variety of functional areas that may be needed to achieve mitigation objectives. HMT membership and functional areas of responsibility for this jurisdiction are listed in this appendix. Team members will provide technical assistance for hazard mitigation activities, as requested by the HMC. Team members have been selected for all functional areas that apply to this jurisdiction and that may require local expertise.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Team Member/Agency</th>
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<td><strong>OPERATIONS &amp; PLANNING</strong></td>
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<td>Public Awareness/Education</td>
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<td>Emergency Preparedness &amp; Response</td>
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<td>Disaster Recovery</td>
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<td>Floodplain Management</td>
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<td>Damage Assessment</td>
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<td>Hazard Analysis</td>
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<td>Wastewater Treatment</td>
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<td>Drainage/Flood Control</td>
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APPENDIX 2 HAZARD MITIGATION TEAM REPORT
(PART 1, SURVEY)

Impact Area: ______________________________________________________

Hazard Mitigation Coordinator: ___________________ Phone:______________

Hazard Identification: _______________________________________________

Incident Period: ____________________________________________________

Number of Previous Incidents Involving This Hazard: _________________

Number of Residents at Risk from This Hazard: ________________________

Disaster Summary Outline (DSO) (is/is not) Included with This Report.

Background and Discussion:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Hazard Mitigation Team recommendations and current implementation status.

Work Element #1:

Mitigation Action:
Lead Agency:
Approximate Cost of Action:
Funding Method:
Schedule:

Work Element #2:
Mitigation Action:
Lead Agency:
Cost of Action:
Funding Method:
Schedule:
APPENDIX 3 HAZARD MITIGATION TEAM REPORT
(PART 2 & 3, IMPLEMENTATION PROGRESS)

Impact Area: _____________________________________________________

Hazard Mitigation Coordinator: __________________ Phone: _____________

Hazard Identification: ______________________________________________

Incident Period: ___________________________________________________

Date Part I Report Completed (Survey): ________________________________

Date Part II Report Completed (Three Month Progress): _________________

Date Part III Report Completed (Six Month Progress): _________________

Comments concerning this report and/or activities which have occurred since last report are as follows:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Hazard Mitigation Team recommendations and current implementation status.

Work Element #1:
Mitigation Action:
Lead Agency:
Cost of Action:
Funding Method:
Schedule:

Work Element #2:
Mitigation Action:
Lead Agency:
Cost of Action:
Funding Method:
Schedule:
APPENDIX 4 INSTRUCTIONS FOR COMPLETING MITIGATION REPORTS

1 General
The three-part HMT Reports discussed in this annex are all concerned with one basic goal: to assist in the identification and implementation of mitigation actions that will eliminate, or at least reduce, the potential for future losses. Part I of the report is an initial survey and provides a means to identify mitigation opportunities and develop a coordinated plan of action. Parts II and III are time-phased status reports that indicate implementation progress and provide a means to identify additional mitigation opportunities. The mitigation reports are primarily a response action following a disaster or significant incident. This report system, however, should also be used any time a hazardous condition exists or a mitigation opportunity is identified.

2 Letter of Transmittal
A letter of transmittal should be prepared for each mitigation report submitted to DEM. The letter should include the name of the jurisdiction, as well as the name and address of the HMC, and should be signed in accordance with current local administrative procedures. Any additional information and/or attachments pertinent to hazard mitigation activities should also be included when reports are submitted to DEM.

3 Components of the Three-Part Hazard Mitigation

PART I (Survey):
This report contains initial identification of mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute an action plan to reduce risk levels in this jurisdiction. The report will be prepared no later than 15 working days following a significant incident. The report should also be prepared any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation action are identified.

ITEM
1) Impact Area: Identify area or areas impacted by incident/disaster or area at risk from potential hazards.
2) Hazard Mitigation Coordinator: ___________ Phone: ___________
   Provide name and phone number of coordinator to serve as point of contact for mitigation activities.
3) Hazard Identification: Identify specific hazard(s) addressed in this report. For example, severe thunderstorms with flooding from Hurricane Allen; wind damage from tornadoes; dam failure and downstream flooding, etc.
4) Incident Period: Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use “Pre-Incident Report” for this entry.
5) Number of Previous Incidents Involving This Hazard.
6) Self Explanatory.
7) Self Explanatory.
8) Background and Discussion: Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused the flood? – Perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable. If possible, identify specific conditions which directly contributed to impact of incident/disaster.
9) This section of the report is a listing of specific actions to be accomplished which will eliminate, or at least reduce the impact of this hazard. This section is essentially a mitigation action plan to reduce risk and vulnerability levels of this jurisdiction. Each “Work Element” is numbered and consists of a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions), developed for each report will be determined by the Hazard Mitigation Coordinator and will be based on the nature of the hazard, and the degree of risk to this jurisdiction.

Mitigation Action
Identify a specific mitigation action to be accomplished. For example – develop and implement a master drainage plan of the jurisdiction; conduct public awareness campaign to increase flood insurance coverage; revise and implement building code standards to meet current recommended criteria; widen and straighten 2.5 miles of main drainage ditch to allow for increased flow of runoff, etc.

Lead Agency
Identify the local agency or organization best suited to accomplish this action. In most cases, the organizations represented on the HMT will be ideally suited to accomplish specific mitigation actions.

Cost of Action: Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until the action is completed and an actual final dollar amount is determined.

Funding Method: Indicate how the costs to complete the actions will be funded. For example, funds may be provided for existing operating budget, or from a previously established contingency fund, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.

Schedule: Indicate when action will begin and when action is expected to be completed. Remember that some actions will require only a minimum time, while others may require a long-term continuing effort.
PART II AND III (Implementation Progress):
These progress reports provide the current status of the various work elements identified in Part I and are prepared no later than three and six months following the initial Survey Report. These reports identify what has been accomplished during the previous three-month period and include any additional findings, discussions, or newly developed work elements that contribute to risk reduction objectives.

ITEM (See Part I Explanation)
1) (See Part I Explanation)
2) (See Part I Explanation)
3) (See Part I Explanation)
4) (Self Explanatory)
5) (Self Explanatory)
6) (Self Explanatory)
7) (Provide any comments or explanations that are pertinent to mitigation activities. The mitigation process is long-term in nature and changes which impact planning and implementation efforts are to be expected.)
8) (Provide the current status of each numbered Work Element identified in the Part I Report. This is a time-phased progress report to identify what has been accomplished in a three month and six-month time period. As time passes, some actions will be completed and actual implementation costs can be determined, while other actions may be far from completed and have both actual and estimated implementation costs. It is also expected that additional Work Elements will be identified and added to the report. Remember that effect mitigation consists of a combination of both short-term and long-term mitigation actions and in reality is an ongoing, continuous process.)
### APPENDIX 5 INCIDENT RECORD

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1 Purpose and Scope
ESF 15 provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. This ESF also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages to accommodate non-English-speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the general public and community partners prior to a disaster/incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

The primary means for disseminating public information in this jurisdiction includes Internet, brochures, newspapers, community meetings, workshops, and schools.

2 Policies and Agreements
None at this time.

3 Situation and Assumptions
- Emergencies where threat exists to life, property, and/or the environment in Wallowa County require activation of the County’s emergency PIO.
- A pre-emergency warning should be issued when at all possible.
- The principal means of disseminating Emergency Public Information with immediate life/safety issues is through KWVR Radio (92.1 FM and 1430 AM). The station is also a part of the EAS.
- Emergency Public Information may be disseminated by commercial radio broadcasts, NWS Weather Radio broadcasts, web sites, newspapers, flyers, verbal notifications, community networks, and service groups or public meetings.
- KWVR Radio provides coverage to most of Wallowa County except the Troy and Imnaha communities.
- The Wallowa County Chieftain is published once a week. The La Grande Observer is a daily paper except for Sundays. The East Oregonian is a daily paper including Sundays. Readership varies across the County with a majority based within the Wallowa Valley.
The regionally printed and local radio media are vulnerable to disruptions or delays due to weather or electrical power outages.

Each community maintains a coffee shop communications hub, which is very effective in passing Emergency Public Information.

External media interest will create heavy demands on the Emergency Public Information organization.

People will want more information and will call to get it, if possible.

The Emergency PIO reports to the Incident Manager or the Emergency Manager and obtains approval from the appropriate person prior to releasing information.

4 Roles and Responsibilities

The overall responsibility for public information rests with the Emergency Manager. The Emergency PIO will manage and coordinate all emergency information–related activities. This coordination will be accomplished through Wallowa County’s Incident Management Team or the EOC.

4.1 Emergency Program Manager

- Appoint an Emergency PIO.
- Authorize release of information to the media.
- Based on all hazards likely to confront the jurisdiction, develop and maintain Emergency Public Information guidance materials to include the following: (1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency; (2) Hazard-specific instructions on “where to go and what to do” in an emergency, including detailed instructions on protective actions such as shelter and evacuation; (3) Meaning of warning signals.
- Develop methods (e.g., newspaper supplements, prepared radio scripts for broadcast stations) for distribution of Emergency Public Information materials to the public to include materials for the visually impaired and non-English speaking groups, as appropriate.
- Develop written agreements with broadcast media (e.g., radio stations, television stations, cable television, educational television) to receive and disseminate warning messages and emergency information.
- Educate all department heads and administrative staff on media access, Appendix 2.

4.2 Emergency Public Information Officer

- Direct all emergency public information efforts under guidance of the incident manager or Emergency Services Official.
- Serve as the sole source of official Emergency Public Information materials to the public.
- Provide news releases for the media, after clearing with appropriate official.
- Monitor media for accuracy of reports (television, radio, print).
- Maintain a Unit Record Log of events.
- Take action to maintain control rumors.
Authenticate sources of information and verify for accuracy, before releasing.
Provide for dissemination of emergency warnings with the media.
Secure printed and photographic documentation of the emergency/disaster situation.
Handle unscheduled inquiries from the media and the public.

4.3 Wallowa County Chamber of Commerce
- Receive, verify, and disseminate public information as appropriate.
- Coordinate and maintain web based information as appropriate.

4.4 KWVR Radio
- Participate and cooperate in dissemination of life/safety information.
- Maintain contact with the County’s Emergency PIO for updates.

4.5 Other Media
- Provide coverage of emergency management activities.
- Work with Emergency Management on educational programs.
- Check accuracy of information with Emergency Management.

5 Concept of Operations
The Emergency Public Information Organization is activated upon request by the County’s Emergency Manager, or an Incident Manager from the Wallowa County Incident Management Team.

In most case, this notification will be made by telephone or by runner.

Emergency Public Information personnel should report to the Wallowa County EOC unless directed to another location by the notifying official.

Priorities for the Emergency Public Information personnel are as follows:
- Production and dissemination of life/safety information.
- Production and dissemination of incident updates, including media briefings.
- Response to public inquires.
- Monitoring and rumor control.
- Media relations.

The Emergency PIO will serve as the single point of release for incident information for all Wallowa County Departments. Coordination and reassuring information with the other departments should occur as time and personnel allow.

Departments receiving inquires regarding the incident need to direct the inquiry to the Emergency PIO.

The Emergency PIO reports to the Incident Manager or the Emergency Manager and should seek approval from the appropriate person prior to releasing
information. The method of approval should be through the official initialing a completed incident press release form.

The Emergency Public Information staff may participate in inter-jurisdictional information coordination activities in support of the emergency.

6 Direction and Control
The Emergency Manager is responsible for all education and information programs. The PIO will direct all emergency information activities as a member of the EOC staff. All departments and agencies shall coordinate public information/media releases with the PIO.

7 Continuity of Government
Lines of succession to each department are established internally. Should the PIO be unavailable, absent, or incapacitated for any reason, the Emergency Manager or designee shall identify another PIO from an outside agency (USDA Forest Service, Oregon Department of Transportation, Oregon Department of Forestry, etc.) for the duration of the incident.

8 Administration and Logistics
The Emergency PIO must be supported with effective communications equipment and access to incident management staff to effectively carry out his or her role. This includes, at a minimum: access to three voice telephone lines, one facsimile line, and a computer with high speed Internet connection. To carry out media verifications, access to FM radio and television monitors is necessary as well. To gather information, locate officials, or verify information, a VHF or amateur radio may be required. In addition, under severe conditions, access to a satellite telephone may become necessary.

The Emergency Public Information staff depends on information and updates from the incident management staff to picture the incident and related events. The Emergency Public Information staff then develops written information about the incident and obtains approval from appropriate officials for release to the public.

Emergency Public Information staff may be augmented through the direct re-assignment of other County employees by their supervisors or the Emergency Manager.

The Emergency Public Information staff may not have a suitable facility to operate from during the initial response phase. A County facility may be appropriated by the Emergency Manager based on the nature and duration of the incident.

In the event of an incident in which media convergence occurs, the Emergency Manager will be responsible for identifying and procuring an appropriate facility.
8.1 Media Organizations
A list of the media organizations that are involved in local emergency services programs is found in Appendix 1

9 Annex Development and Maintenance
The Emergency Manager is responsible for the development and maintenance of the entire education and information program. Other persons or organizations specified in the annex will work with the Emergency Manager as necessary.

10 References


FEMA, 1981. Public Affairs Workshop, SM21

Regulska, Joanna, 1979. Public Awareness Programs for Natural Hazards. Boulder, Colorado: Natural Hazards Research and Applications Information Center, University of Colorado


11 Appendices
Appendix 1 – Media Organizations
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APPENDIX 1

MEDIA ORGANIZATIONS
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## APPENDIX 1  LOCAL MEDIA ORGANIZATIONS

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<tr>
<td>220 W Main ST</td>
<td>(weekly)</td>
</tr>
<tr>
<td>Enterprise, OR 97828</td>
<td>106 NW 1st ST</td>
</tr>
<tr>
<td>(telephone): 541-426-4577</td>
<td>Enterprise, OR 97828</td>
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<tr>
<td>facsimile: 541-426-4578</td>
<td>(telephone): 541-426-4577</td>
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<tr>
<td>Station Owner: Lee Perkins</td>
<td>Editor: Rick Swart</td>
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<tr>
<td>Station Manager: David Nelson</td>
<td>(telephone): 541-426-4577</td>
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<td>(facsimile): 541-426-3921</td>
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| **CRESTVIEW CABLE TV**     | **THE OBSERVER**             |
|                            | (daily, except Sundays)      |
| 103 Hwy 82 Suite 1A        | 911 Court ST                 |
| Enterprise, OR 97828       | Enterprise, OR 97846         |
| (telephone): 541-426-3636  | Reporter: Gary Fletcher      |
| facsimile: 541-426-2091    | (telephone): 541-426-3255    |
|                            | (facsimile): 541-426-3255    |

| **KTVR – TV**              | **THE NICKEL**               |
| Oregon Public Broadcasting | (weekly advertisement)       |
| 3302 Union St              | 1112 & 1/2 Adams Ave         |
| La Grande, OR 97850        | La Grande, OR 97850          |
| (telephone): 541-963-9000  | (telephone): 800-654-5829    |

| **KCMB - 104.7 FM**        |                             |
| 1009-C Adams Ave           |                             |
| La Grande, OR 97850        |                             |
| (telephone): 541-963-3405  |                             |
| Facsimile: 541-963-5090    |                             |

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<td>Enterprise, OR 97828</td>
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<td>Editor: Rick Swart</td>
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<td>(telephone): 541-426-4567</td>
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<td>(facsimile): 541-426-3921</td>
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| **THE (Portland) OREGONIAN**|                             |
| (daily)                    |                             |
| P.O. Box 634               |                             |
| La Grande, OR 97850        |                             |
| Reporter: Dick Conkles     |                             |
| (telephone): 541-963-8890  |                             |
| (facsimile): 541-963-7307  |                             |

| **THE NICKEL**             |                             |
| (weekly advertisement)     |                             |
| 1112 & 1/2 Adams Ave       |                             |
| La Grande, OR 97850        |                             |
| (telephone): 800-654-5829  |                             |

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<td>Enterprise, OR 97828</td>
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<td>Amy Johnston, Deputy Manager</td>
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<td>(telephone): 541-426-4622, 1-800-585-4121</td>
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<td>(facsimile): 541-426-2032</td>
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<p>| <strong>JOSEPH CHAMBER OF COMMERCE</strong>|                             |
| Box 13                      |                             |
| 102 E 1st ST                |                             |
| Joseph, OR 97846            |                             |
| Debbie Short, Office Manager |                             |
| M-W-F, 11 am - 2 pm         |                             |
| (telephone): 541-432-1015   |                             |
| (facsimile): 541-432-4205   |                             |</p>
<table>
<thead>
<tr>
<th>Public Information Centers Continued</th>
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<tr>
<td><strong>USDA - FOREST SERVICE, WALLOWA-WHITMAN NATIONAL FOREST</strong></td>
</tr>
<tr>
<td>Visitor Center</td>
</tr>
<tr>
<td>88401 Hwy 82</td>
</tr>
<tr>
<td>Enterprise, OR 97828</td>
</tr>
<tr>
<td>Attn: Visitor Center - Sue Womack</td>
</tr>
<tr>
<td>(telephone): 541-426-5546</td>
</tr>
<tr>
<td>(facsimile): 541-426-5522</td>
</tr>
<tr>
<td><strong>WALLOWA BAND NEZ PERCE TRAIL</strong></td>
</tr>
<tr>
<td>Interpretive Center</td>
</tr>
<tr>
<td>P.O. Box 15</td>
</tr>
<tr>
<td>Wallowa, OR 97885</td>
</tr>
<tr>
<td>(telephone): 541-886-3101</td>
</tr>
<tr>
<td>(facsimile): 541-886-3016</td>
</tr>
<tr>
<td><strong>CITY OF ENTERPRISE, City Hall</strong></td>
</tr>
<tr>
<td>108 NE 1st ST.</td>
</tr>
<tr>
<td>Enterprise, OR 97828</td>
</tr>
<tr>
<td>(telephone): 541-426-4196</td>
</tr>
<tr>
<td>(facsimile): 541-426-3395</td>
</tr>
<tr>
<td><strong>WALLOWA LAKE STATE PARK</strong></td>
</tr>
<tr>
<td>72214 Marina Lane</td>
</tr>
<tr>
<td>Joseph, OR 97846</td>
</tr>
<tr>
<td>(telephone): 541-432-8855</td>
</tr>
<tr>
<td>(facsimile): 541-432-4141</td>
</tr>
<tr>
<td>Park Manager: Chris Booth: 541-432-4185</td>
</tr>
<tr>
<td>Assistant Manager: Wes Jones</td>
</tr>
<tr>
<td><strong>HELLS CANYON CHAMBER OF COMMERCE</strong></td>
</tr>
<tr>
<td>Information Center</td>
</tr>
<tr>
<td>160 S Main</td>
</tr>
<tr>
<td>P.O. Box 841</td>
</tr>
<tr>
<td>Halfway, OR 97834</td>
</tr>
<tr>
<td>(telephone): 541-742-5722</td>
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</table>
Incident Annexes
Severe Weather/Landscape
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1 Purpose and Scope
The purpose of this annex is to outline a plan for assisting in the dissemination of Emergency Alert System (EAS) information for severe weather and other hazardous weather conditions within Wallowa County and to collect and forward to the National Weather Service (NWS) local storm assessment and damage reports resulting from such weather conditions.

2 Situation and Assumptions

2.1 Situation
The need to warn the public of impending severe weather could arise at any time. In order to reduce loss of lives, adequate and timely warnings must be provided. A need exists to assist in disseminating EAS activation to the public in Wallowa County who do not have EAS receive capability.

To make effective use of the EAS activations, the NWS needs to receive feedback on local severe weather conditions and resulting storm damage.

2.2 Assumptions
A warning period will be available for most emergency situations, although the amount of lead time will vary from hazard to hazard. Proper use of adequate warning will save lives, reduce injuries, and protect property.

3 Roles and Responsibilities
The Wallowa County Emergency Manager has overall responsibility for the Severe Weather Annex.

3.1 Emergency Program Manager
- Maintain contact with Wallowa County 911 Center for notification of emergencies.
- Maintain and utilize local emergency notification list for EAS activations and other weather conditions, as appropriate.
- Collect local severe weather reports and/or damage reports, forwarding information to the NWS.
- Coordinate local severe weather response.
- Activate local emergency amateur radio net, monitor Spout Springs repeater (146.80 MHz), as appropriate.
- Document severe weather damages. Pursue appropriate recovery programs and coordinate with disaster relief agencies, as appropriate.

3.2 National Weather Service Storm Spotters
- Participate in observing and reporting severe weather to the NWS when notified of an EAS activation or any time severe or hazardous weather is observed.
3.3 Media, Broadcast and Print

- Disseminate warning messages provided by the NWS to the general public as rapidly as possible in the event of impending or occurring severe weather. KWVR (1340 AM, 92.1 FM) is an active partner in disseminating warning information in Wallowa County. When notified of hazardous weather conditions, the station will interrupt its broadcast to put out severe weather warning information.
- Maintain a constant state of readiness to disseminate critical information.
- Participate or support in the EAS as appropriate.
- Assist in an ongoing public awareness program of life-saving measures to be taken concerning all types of severe weather events.

3.4 Special Locations

- Facilities such as schools, hospitals, nursing homes, major industries, and places of public assembly equipped with warning system radio receivers are responsible for monitoring conditions and taking appropriate action when alerted. Participating facilities not equipped with warning receivers will be contacted by fax/telephone and will then take appropriate action.

3.5 Wallowa County 911 Center

- Maintain contact with the Emergency Manager to provide notification of severe weather warnings or EAS activations.
- Forward severe weather/damage reports to the Emergency Manager and the NWS (Pendleton Forecast Office, 541-276-4493).

4 Concept of Operations

4.1 General

4.1.1 Severe Weather
The most common EAS activations are those for severe weather. The NWS has set criteria for when an EAS activation is required. These types of conditions require immediate action to protect life and property.

4.1.2 Other Natural Hazards
Other conditions that may prompt advisories, warnings, or alerts are severe winter snow storms, wind storms, and flooding conditions. These conditions are often forecast and notifications made through normal warning systems.

4.1 Phases of Management

4.1.1 Mitigation
- The National Oceanic and Atmospheric Administration (NOAA) Weather Radio broadcast from the NWS in Pendleton, Oregon can be received on 162.400 MHz in most of the populated areas of Wallowa County.
The Wallowa County Emergency Management maintains a voluntary list of interested parties to whom severe weather alerts and warnings are phoned/faxed.

4.1.2 Preparedness
- EAS activations are tested weekly over the NOAA Weather Radio system.
- Wallowa County supports the NWS by hosting NWS Storm Spotter training opportunities at least biennially

4.1.3 Response
- Severe Weather warnings and EAS activations may be received by the Wallowa County 911 Center (541-426-3131 phone, 541-426-4685 fax) from:
  - Oregon Emergency Management (OEM)
  - Law Enforcement Data System (LEDS)
  - NOAA Weather Radio (NWR)
  - National Warning System (NAWAS).

The 911 Center conveys the warning information to the County’s Emergency Manager.
- When the EAS is activated, NWS Storm Spotters are considered activated and may forward storm information or damage reports directly to the NWS. Licensed amateurs may also participate in the local emergency amateur net, on 146.52, or on the 146.80 net when activated in support of the National Weather Service. A secondary path for reporting storm observations is routed through the Wallowa County Sheriff’s Office at 541-426-3131.
- Damage reports from the public and other agencies or utility interests will be directed to the Wallowa County Sheriff’s Office at 541-426-3131. These reports will be forwarded to the Emergency Manager and the NWS.
- When personnel are available severe weather or EAS activations will be investigated. This may include driving to the severe weather site for damage assessment or making phone calls for storm or damage information.

4.1.4 Recovery
- Appropriate disaster recovery programs will be pursued, depending on the type and extent of damage received. Coordination with disaster relief agencies will be conducted as the situation dictates.

5 Administration and Logistics

5.1 General
The NWS is responsible for the detection and notification of life-threatening weather conditions. Currently, there are several redundant systems through which these warnings or alerts may be transmitted to Wallowa County.
5.2 Existing Warning Systems and Use

5.2.1 National Warning System
NAWAS is a nationwide dedicated telephone warning system. It operates on three levels: Federal, state, and local. Wallowa County receives NAWAS alerts via fan-out procedures from Umatilla County.

5.2.2 Oregon Warning System
Oregon Emergency Management (OEM) (1-800-452-0311) is the state-level extension of NAWAS. Each county Area Warning Center is on the NAWAS network.

5.2.3 National Warning Service
Current weather information and warnings are received over the NWS teletype circuit. OEM monitors this circuit and is responsible for the dissemination of all relevant information on a county-by-county basis. Additionally, the NWS will issue severe weather warnings over the NAWAS line.

Weather information and current warnings are also available from the internet at http://www.wrh.noaa.gov/pendleton.

5.2.4 Flood Warning system
The NWS, the Corps of Engineers, and River Authorities have established a network of rain and river flood sensing warning devices to collect data for flood warning purposes. If excessive rainfall occurs, the NWS and the River Forecast Center make flood predictions and issue warnings, if necessary. Appendix B contains listings of locations and data availability of rain and flood sensors.

5.2.5 Emergency Alert System
The EAS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services that are provided on a voluntary, organized basis. In Wallowa County, KWVR (1340 AM, 92.1 FM) relays EAS information to the public through its commercial broadcast system. The EAS system may be activated at the Federal, state, or local level.

5.2.6 Wallowa County 911 Center
The Wallowa County 911 Center is able to activate Fire Department Volunteers, Emergency Medical Technicians, Law Enforcement Officers, and/or emergency vehicles equipped with loud speakers to local threatened areas for life-threatening warning notifications.

5.3 Emergency Operations Center Activation
The Emergency Operations Center (EOC) will be activated by the Emergency Manager upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in the EOP Basic Plan. Response activities will be coordinated from the EOC, which is located at Wallowa County Sheriffs Dept. (104 W Greenwood St.; Enterprise, OR.)
5.4 System Testing

5.4.1 NOAA Weather Radio
The NWR warning system has a scheduled test each Wednesday between 10 a.m. and noon Pacific Time. If hazardous weather is occurring, or expected, the test is postponed.

5.4.2 National Warning System
- The Oregon Emergency Response System (OERS) tests NAWAS within Oregon twice daily.
- The Federal Emergency Management Administration (FEMA) conducts NAWAS tests with all NWS offices once per day.

5.5 County Disaster Exercises
Wallowa County conducts and evaluates disaster exercises annually as part of an agreement with the Oregon Emergency Management Division, Salem, Oregon. A listing of exercises is maintained in Appendix F.

6 Plan Development and Maintenance
The Emergency Manager is responsible for working with the agencies specified in Section IV and V in the development, maintenance, and improvement of this annex. Each agency will develop standard operating procedures (SOPs) that address assigned tasks.

7 Authorities and References

8 Appendices
Appendix 1  Coordinating Agencies & Signature Page
Appendix 2  Wallowa County Storm Spotters and Training Record
Appendix 3  List of Weather Data Sources & Types
Appendix 4  Historical Severe Weather Occurrences
Appendix 5  Wallowa County Map of Coverage Area
Appendix 6  Severe Weather/Landslide Incident Checklist
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APPENDIX 1

COORDINATING AGENCIES & SIGNATURE PAGE
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## COORDINATING AGENCIES & SIGNATURE PAGE

<table>
<thead>
<tr>
<th>Agency</th>
<th>Signature</th>
<th>Contact Person</th>
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<tr>
<td>National Weather Service</td>
<td>x</td>
<td>Dennis Hull</td>
<td>Warning Coordination Meteorologist</td>
<td>(541) 276-7832 Ext. 223</td>
</tr>
<tr>
<td>Forecasting Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pendleton, Oregon</td>
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<td></td>
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<tr>
<td>Wallowa County 911 Center</td>
<td>x</td>
<td>Ava Collins</td>
<td>Center Supervisor</td>
<td>(541) 426-3131</td>
</tr>
<tr>
<td>Wallowa County</td>
<td></td>
<td>Paul Karvoski</td>
<td>Emergency Program Manager</td>
<td>(541) 426-4543 x48</td>
</tr>
<tr>
<td>Dept. of Emergency Services</td>
<td></td>
<td></td>
<td></td>
<td>(541) 426-0582 fax</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:wcdes@co.wallowa.or.us">wcdes@co.wallowa.or.us</a></td>
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APPENDIX 2

COUNTY STORM SPOTTERS AND TRAINING RECORD
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## COUNTY STORM SPOTTERS AND TRAINING RECORD

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<td>3</td>
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<td>4</td>
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<td>Wallowa Lake</td>
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APPENDIX 3

LIST OF WEATHER DATA SOURCES & TYPES
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LIST OF WEATHER DATA SOURCES & TYPES

NWS Western Region Headquarters (www.wrh.noaa.gov)
Western United States Weather

NWS Climate Prediction Center (www.cpc.ncep.noaa.gov)

NWS River Forecast Center (www.nwrfc.noaa.gov)
River Forecasts and Data

NWS Forecast Pendleton Office (http://www.wrh.noaa.gov/pendleton/)
Northeast Oregon and Southeast Washington Weather

Oregon Climate Service (http://www.ocs.orst.edu/)
Oregon general weather

USGS Stream Gages (http://waterdata.usgs.gov/or/nwis/rt)
Main Oregon data site
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APPENDIX 4

HISTORICAL SEVERE WEATHER OCCURRENCES
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HISTORICAL SEVERE WEATHER OCCURRENCES

2007  Windstorm – extensive damage to homes/property, Wallowa Lake, Joseph, OR
2006  Battle Creek Complex Fires – 100,000 acres
2001  Severe Lightning Storm – Wildland Fire, Imnaha, OR
2001  US Dept. of Agriculture & State of Oregon Drought Disaster Declaration
2000  August 18th Dry Lightning – Wildland Fire, Imnaha, OR
1999  US Dept. of Agriculture Drought Disaster Declaration
1998  Thanksgiving Day Windstorm – property damage, Joseph, OR
1997  New Years Day Flash Flood – Imnaha River, Imnaha, OR
1996  Windstorm – trees blown down causing property damage, Wallowa Lake Area
1996  February Flood – Grande Rhonde River, Troy, OR
1994  State Emergency Declaration due to wildfire
1992  State Emergency Declaration due to drought conditions
1989  Flash Flood on Prairie Creek – property damaged, Enterprise, OR
1988  Windstorm – power outage
1984  Earthquake (felt in county) – centered near Walla Walla, WA
1982  Windstorm – Joseph School roof blown off, Joseph, OR
1973  Windstorm – 2 day telephone outage
1972  Snowdrifts block roadways
1971  Snowdrifts block roadways
1968  Windstorm/Tornado, Joseph Canyon
1967  Windstorm – damages reported
1965  “Worst” windstorm in history
1962  Columbus Day Storm
1958  Windstorm – 3 million feet of timber blown down
1953  Windstorm – cows electrocuted
1948  Bridges washed out on Imnaha River due to flooding
1946  Small cyclone uproot trees, Paradise, OR
1943  Severe windstorm – temperature drops from 54F to -24F in 48 hours
1937  High Winds block highway
1923  December windstorm – damages, Lostine, OR
1912  Windstorm, County Wide
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APPENDIX 5

WALLOWA COUNTY MAP OF COVERAGE AREA
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Maps to be added at a later date by Wallowa County
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### Appendix 6 - Severe Weather/Landslide Incident Checklist

<table>
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<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County EOP, and supporting procedures/plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor weather and flood reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides. This information supplements ESF-1 and ESF-6.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Have personnel participate in necessary training and exercises, as determined by Wallowa County Emergency Management in coordination with ESF-1 and ESF-6 Leads/Coordinators.</td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
<tr>
<td></td>
<td>Participate in Wallowa County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.</td>
<td></td>
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<tr>
<td></td>
<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Wallowa County EOC.</td>
<td></td>
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<tr>
<td></td>
<td>Ensure landslide and flood response equipment and personnel inventories are current for Wallowa County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
<td></td>
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<tr>
<td></td>
<td>Work with the County planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide public safety information and educational programs regarding emergency preparedness and response.</td>
<td></td>
</tr>
<tr>
<td><strong>RESPONSE PHASE</strong></td>
<td>Activate the Wallowa EOP when severe weather, and/or landslides incidents pose threats to the County.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.</td>
<td>ESF 5 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Estimate emergency staffing levels and request personnel support.</td>
<td></td>
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<tr>
<td></td>
<td>Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.</td>
<td></td>
</tr>
<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
<td>Supplemental Information</td>
</tr>
<tr>
<td>------------------</td>
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<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td>q Develop work assignments for ICS positions <em>(recurring).</em></td>
<td>ICS Form 203: Organization Assignment List</td>
</tr>
<tr>
<td></td>
<td>q Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as the County BOC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Identify local, regional, tribal, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>q Determine the type, scope, and extent of the incident <em>(recurring).</em> Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.</td>
<td>ICS Form 209: Incident Status Summary</td>
</tr>
<tr>
<td></td>
<td>- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>q Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
<td></td>
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<tr>
<td></td>
<td>- Dedicate time during each shift to preparing for shift change briefings.</td>
<td>ICS Form 201: Incident Briefing</td>
</tr>
<tr>
<td></td>
<td>q Confirm or establish communications links among local and county EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.</td>
<td>ESF 2 of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>q Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.</td>
<td>Established emergency contact lists maintained at the EOC</td>
</tr>
<tr>
<td></td>
<td>q Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.</td>
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<td></td>
<td>q Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.</td>
<td>Local, agency, and facility-specific Standard Operating Procedures</td>
</tr>
<tr>
<td></td>
<td>q Obtain current and forecasted weather to project potential damage and determine the affected area <em>(recurring).</em></td>
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<td></td>
<td>q Determine the need to conduct evacuations and sheltering activities <em>(recurring).</em> Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF 15 (Public Information and External Affairs)</td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>q Determine the need for additional resources and request as necessary through appropriate channels <em>(recurring).</em></td>
<td>ESF 7 Annex to the Wallowa County EOP</td>
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<tr>
<td></td>
<td>q Submit a request for an emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Wallowa County EOP</td>
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<tr>
<td></td>
<td>q Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.</td>
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<td></td>
<td>q Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
<td>ICS Resource Tracking Forms ESF 7 Annex to the Wallowa County EOP</td>
</tr>
</tbody>
</table>
## Appendix 6 - Severe Weather/Landslide Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOVERY/DEMOBILIZATION PHASE</strong></td>
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<tr>
<td></td>
<td>Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.</td>
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<td>Once the threat to public safety is eliminated, conduct cleanup and recovery operations.</td>
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<td>Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.</td>
<td>ESF 14 Annex to the Wallowa County EOP</td>
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<td></td>
<td>Release mutual aid resources as soon as possible.</td>
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<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
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<td>Deactivate/demobilize the EOCs, AOCs, and command posts.</td>
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<td></td>
<td>Correct response deficiencies reflected in the Improvement Plan.</td>
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<td></td>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
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<tr>
<td></td>
<td>Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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<tr>
<td></td>
<td>Implement objectives and tasks outlined in the IAP (recurring).</td>
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<td></td>
<td>Coordinate with private sector partners as needed.</td>
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<tr>
<td></td>
<td>Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.</td>
<td>ICS Form 202: Incident Objectives</td>
</tr>
<tr>
<td></td>
<td>Record all incoming and outgoing messages (recurring). All messages and the person sending or receiving them should be documented as part of the EOC log.</td>
<td></td>
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<tr>
<td></td>
<td>Develop situation reports (recurring). At regular intervals, the EOC Manager and staff will assemble a situation report.</td>
<td></td>
</tr>
<tr>
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<td>Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.</td>
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<tr>
<td></td>
<td>Establish a Joint Information Center and designate a lead PIO for the County.</td>
<td>ESF 15 Annex to the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).</td>
<td>ESF 15 Annex to the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and Lead PIO before dissemination to the public.</td>
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<tr>
<td></td>
<td>Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.</td>
<td>EOC Planning Section job action guide</td>
</tr>
<tr>
<td></td>
<td>Record all incoming and outgoing messages (recurring). All messages and the person sending or receiving them should be documented as part of the EOC log.</td>
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Flood
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1 Purpose

The purpose of this annex is to provide a framework of coordination among agencies to help ensure the safety of life and property during a flood in Wallowa County. It defines roles, responsibilities, and intra-/inter-organizational relationships of government and private agencies in response to a major flood.

2 Situation and Assumptions

2.1 Situation

- Wallowa County is subject to flooding during certain times of the year. Flood situations could cause significant loss of life and property because they could manifest themselves without warning.
- Wallowa County receives approximately 15 inches of moisture a year. A large amount of this precipitation is in the form of snow. A warm rain and the runoff of this snow pack are the usual cause of the flooding Wallowa County experiences.
- Wallowa County is also subject to flash floods. These occurrences happen during the spring and summer months. Brief periods of intense rain and/or hail can deposit up to an inch of rain in just a few minutes. These can occur without warning.
- Four major rivers bisect Wallowa County. These rivers are Wallowa River, Grande Ronde, Imnaha, and Lostine.

2.2 Assumptions

- All public works, County road equipment, and personnel will be available to cope with any anticipated disaster.
- Assistance through mutual aid agreements may be necessary.
- Resource assistance may be necessary through local and private contractors.
- Stabilization of emergency conditions must be met before restoration takes place.
- Protection of life and property is primary in the decisions relating to flood fight procedures.

3 Roles and Responsibilities

Organization response procedures adhered to on a day-to-day basis will also be followed during a flood disaster situation augmented as necessity demands.

3.1 Emergency Manager

- Coordinate emergency public works activities.
- Develop and initiate mutual aid agreements.
- Identify local contractors who may provide backup support.
- Develop resource lists.
- Work in any capacity that is delegated by the EOC manager.
- Participate in development and execution of emergency exercises.
3.2 **Wallowa County Sheriff**
- Activate the EOC and assume control as EOC Manager.
- Initiate the Warning and Communications functional annexes.
- Provide direction and support for other response departments and public safety agencies.
- Coordinate assistance in law enforcement and related activities.

3.3 **County Road Department/Public Works**
- Coordinate all emergency public works and road department functions within the jurisdictional boundaries.
- Participate in development and execution of emergency preparedness exercises.
- Maintain communications link with the EOC.
- Maintain debris removal from storm drains, bridge viaducts, and main arterial routes.
- Maintain debris removal from public rights of way and in and around structures where public safety and/or health are endangered.
- Provide assistance to the Damage Assessment team.
- Assist utilities in essential emergency repairs.
- Assist other public safety agencies in search and rescue (SAR), evacuation, site area security, and other pertinent response functions as time and man power permit.
- Place barricades where needed to ensure public safety.

3.4 **State Highway Department**
- In a declared emergency, the State Highway Department will assist with emergency road maintenance and debris removal.

3.5 **City and County Engineer**
- Provide engineering services and advice.
- Maintain contact with the EOC.
- Participate in damage assessment teams.

3.6 **911 Communications Center**
- Establish and maintain emergency power.
- Maintain two-way radio capabilities.
- Maintain and support other emergency communications as determined by the Emergency Management Director.

3.7 **Designated Building and Maintenance Inspector**
- Inspect shelter sites for structural capabilities.
- Assist in damage assessment.
- Participate in emergency repairs of essential city and county structures.
4  Concept of Operations

4.1  General
Primary responsibility for operations during disaster situations rests with each department head. Overall guidance is provided by the EOC Manager (Sheriff and County Commissioner) as to the deployment of departmental resources. Each department will maintain constant communications with the EOC to ensure proper coordination to maximize efforts and eliminate duplicity.

4.2  Phases of Management

4.2.1  Mitigation
- Continually review and update emergency planning and SOPs.
- Lobby sound land use planning concepts to reduce potential vulnerability of homeowners and businesses.
- Identify expected shortfalls in manpower and equipment.
- Identify areas that were prone to flooding in the past, and take appropriate measures to prevent or minimize future flooding.

4.2.2  Preparedness
- Implement changes identified in the mitigation process.
- Be familiar with requirements for requesting State of Federal Disaster Assistance.
- Identify and strategically place (if appropriate) resources and heavy equipment.
- Pre-plan and coordinate communications and frequency usage.
- Identify vulnerable areas and plan for their defense or evacuation.
- Train, test, exercise, review, and update.

4.2.  Response
- Maintain contact with the EOC.
- Clear roads. Effect emergency repairs of water and sewer systems.
- Defend or evacuate populations at risk.
- Assist in search and rescue operations as needed.
- Assess damage.
- Call out private contractors as needed.

4.2.4  Recovery
- Repair public works and buildings.
- Participate in after action reports and critiques. Make necessary changes in the County EOP.
- Help communities return to normal pre-flood routine.
- Make recommendations regarding changes in planning, zoning, and building code ordinances to mitigate impact of future disaster events.
5 Continuity of Government

5.1 General
Lines of succession within each department and division are determined according to the already-established lines of command.

- Should the ranking department head be unavailable for any reason or incapacitated to the degree of being unable to fill the position, departmental responsibilities will be assumed by the next ranking official.
- During a declared disaster event, consideration may be given to utilizing State personnel to fill vacant key positions.
- Procedures must be followed to insured protection of all vital County records.

6 Administration and Support

6.1 Communications
- Communications play a vital role in each department’s response mode and, as such, will be supported by the EOC.

6.2 Administration
- The timely and efficient response of public safety agencies during emergency events requires extraordinary coordination between field units and the EOC. Priorities assigned by department heads will facilitate an orderly and efficient use of response personnel.
- Records and bills generated during these events will be collected and filed chronologically. Good record keeping procedures are essential for review, planning, payment, and event reconstruction.
- See Resource listing for public and private equipment and personnel.

7 Annex Development and Maintenance
It is the responsibility of each County and City agency to ensure its own personal capabilities. The Wallowa County Emergency Manager will assume responsibility for the maintenance of this “hazard-specific” annex and will coordinate input from department heads of each agency having a response function.

8 Appendices
Appendix 1 Disaster Area Permit
Appendix 2 Flood Incident Checklist
APPENDIX 1

DISASTER AREA PERMIT
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Disaster Area Permit

Vehicle control into a cordoned area has always been of concern to the local law enforcement officials during periods of emergency crisis or disaster. In an attempt to control this problem, a Disaster Area Permit has been developed by this office to be used during these events.

The intent of the Disaster Area Permit is to assist the officer in determining who is authorized to enter the cordoned area. Only persons who have been issued a permit will be allowed access into the cordoned area.

The distribution of this permit will be through the Office of Emergency Management or at the field command post. The decision to use this permit will be based on the type of crisis and duration of the event.

If the decision is made to utilize the permit, a verbal communiqué will be issued through two-way communications to other agencies involved in the recovery.

Verification of a particular permit may be requested by an officer through either the command post or Office of Emergency Management. Verification of the permit may be obtained by giving the verification permit number (example: 0013). The person who is receiving the request will transmit the following information back to the officer requesting verification.

- Name
- Address
- Make of car and license number
- Date of issuance

In the event that an officer may wish to expel a person from the cordoned area, it is requested that this officer notify the CP or EOC of this decision. The verification number should be removed from the log book.

The recipients of a Disaster Area Permit will fall into the following categories.

- Person (verifiable) living within the cordoned area
- Persons requesting admittance to assist friends and/or relatives
- Emergency personnel (verified) not driving an emergency vehicle
- Persons not listed above, but with approval of a field supervisor at the CP.

With the development of this Disaster Area Permit, control of vehicle traffic into the cordoned area can be maintained. This type of control method will lessen the possibility of unauthorized persons and certainly restrict the possibility of looting.

Any questions concerning the use of this permit should be directed to the Office of Emergency Management.
## Appendix 2 - Flood Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
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<tr>
<td></td>
<td>□ Arrange for personnel to participate in necessary training and develop exercises relative to flood events.</td>
<td>County NIMS Implementation and Training Plan</td>
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<td></td>
<td>□ Coordinate Wallowa County preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.</td>
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<td>□ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the County EOC.</td>
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<td></td>
<td>□ Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
<td>Local, regional, and state-specific plans</td>
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<td></td>
<td>□ Annually review and update EOP and Standard Operating Procedures, as needed.</td>
<td>County EOP, ESF Annexes, and agency-specific Standard Operating Procedures</td>
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<td>□ Review and revise extent of flood prone areas.</td>
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<td></td>
<td>□ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.</td>
<td>Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)</td>
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<td></td>
<td>□ Ensure supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.</td>
<td>ESF 2, 3, and 14 Annexes to the County EOP</td>
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<td></td>
<td>□ Identify and review local contractor lists to see who may provide support specific to flood response.</td>
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<td>□ Review, revise, and where necessary, establish mutual aid agreements with other County agencies and private contractors relative to multiple agency response to floods.</td>
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<tr>
<td><strong>RESPONSE PHASE</strong></td>
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<td>□ EOC Manager/EMD will provide overall guidance for the deployment of resources.</td>
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<tr>
<td></td>
<td>□ Activate mutual aid agreements.</td>
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<td></td>
<td>□ Activate the Wallowa County EOC and implement appropriate staffing plans. Contact appropriate private partners or dam owners/operators to assign liaisons to the EOC for coordination of specific response activities.</td>
<td>Section 5 of the County EOP, agency and company-specific plans</td>
</tr>
<tr>
<td></td>
<td>□ Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.</td>
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<td></td>
<td>□ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
<td>Standard Operating Procedures and command structure for county EOC</td>
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<td>□ Submit request for disaster/emergency declaration, as applicable.</td>
<td>Section 1.4 of the County EOP</td>
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## Appendix 2 - Flood Incident Checklist

<table>
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<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
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<tbody>
<tr>
<td></td>
<td>Coordinate the evacuation of the affected area, if necessary. Assign appropriate ESF liaisons to the County EOC, as situation requires. The following ESFs may provide lead roles during various phases of evacuation:</td>
<td>ESF 1, 2, 13, and 15 Annexes of the County EOP</td>
</tr>
</tbody>
</table>
|                    | - ESF 1 -Transportation  
- ESF 2 - Emergency Communications and Warning  
- ESF 13 – Public Safety and Security  
- ESF 15 – Emergency Public Information | |
|                    | Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction. | ESF 9 Annex of the County EOP |
|                    | Request American Red Cross to activate sheltering plans and open/staff shelters, if needed. | American Red Cross Shelter Plans |
|                    | Establish a Joint Information Center.  
- Formulate emergency public information messages and media responses using “one voice, one message” concepts. | ESF 15 Annex of the EOP |
|                    | Record all EOC activities, completion of personnel tasks, incoming and outgoing messages.  
- These should be documented in EOC logbooks. | Existing ICS and EOC forms |
|                    | Begin damage assessments in coordination with the Public Works departments and County/local government. | ESF 3 and 14 Annexes of the County EOP |
|                    | Assist with the coordination of Public Works activities, such as debris removal from:  
- Storm Drains  
- Bridge viaducts  
- Main arterial routes  
- Public right-of-ways  
- Dams (via established liaisons at the County EOC)  
- Other structures, as needed | ESF 3 Annex of the EOP |
|                    | Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | Existing contact lists at EOC |
|                    | Coordinate with Wallowa County Sheriff’s Office and local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | ESF 13 Annex of the County EOP |
|                    | Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement. | |
|                    | Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
|                    | Deactivate/demobilize the Wallowa County EOC. Deactivate mutual aid resources as soon as possible. | ESF 5 Annex of the County EOP |
|                    | Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | ESF 14 Annex of the County EOP and agency-specific recovery plans |
|                    | Implement revisions to the Wallowa County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response. | |
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<tr>
<td></td>
<td>Offer recommendations to county government and Public Works departments for changes in planning, zoning, and building code ordinances.</td>
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<td></td>
<td>Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>).</td>
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Drought
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Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

### Drought Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
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<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
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<tr>
<td></td>
<td>❑ Continue to maintain and revise, as needed, applicable response plans pertaining to drought including the Wallowa County EOP and supporting procedures and plans.</td>
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<td></td>
<td>❑ Pre-designate alternative sources of drinking water in case of drought or other water shortage event.</td>
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<td></td>
<td>❑ Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.</td>
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<tr>
<td></td>
<td>- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.</td>
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<tr>
<td></td>
<td>- Prepare radio messaging to be used by local radio stations for emergency broadcast.</td>
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<tr>
<td></td>
<td>❑ Have personnel participate in necessary training and exercises, as determined by Wallowa County Emergency Management in coordination with ESF-6 Lead.</td>
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<td></td>
<td>❑ Participate in Wallowa County drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.</td>
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<td></td>
<td>❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC.</td>
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<td></td>
<td>❑ Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.</td>
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<td></td>
<td>❑ Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
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<td></td>
<td>❑ Work with the local planning commission to ensure new construction does not increase hazards or vulnerability threat.</td>
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<td>❑ Ensure city maps of water mains, valves, and public sewer systems are up-to-date and accessible.</td>
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<td>❑ Provide public safety information and educational programs regarding emergency preparedness and response.</td>
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</tr>
<tr>
<td><strong>RESPONSE PHASE</strong></td>
<td>❑ When deemed necessary, activate the Wallowa County EOP when drought and other water shortage incidents pose a threat.</td>
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</tr>
<tr>
<td></td>
<td>❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Tribal and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.</td>
<td>ESF 5 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>❑ Estimate emergency staffing levels and request personnel support.</td>
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</table>
## Drought Incident Checklist

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<td>Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.</td>
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<tr>
<td></td>
<td>Develop work assignments for ICS positions <em>(recurring)</em>.</td>
<td><em>ICS Form 203: Organization Assignment List</em></td>
</tr>
<tr>
<td></td>
<td>Notify supporting agencies through ESF-5 and ESF-6 Leads/Coordinators as well as the County Court.</td>
<td><em>ESF 4 Annex of the Wallowa County EOP</em></td>
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<td>- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.</td>
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<td>Determine the type, scope, and extent of the incident <em>(recurring)</em>. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.</td>
<td><em>ICS Form 209: Incident Status Summary.</em></td>
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<td>- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.</td>
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<td>Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
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<td>- Dedicate time during each shift to preparing for shift change briefings.</td>
<td><em>ICS Form 201: Incident Briefing</em></td>
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<td>Confirm or establish communications links among local and county EOCs, other AOCs, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.</td>
<td><em>ESF 2 Annex of the Wallowa County EOP</em></td>
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<td>Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.</td>
<td><em>Established emergency contact lists maintained at the EOC</em></td>
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<td>Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.</td>
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<td>Implement local plans and procedures for drought and/or water shortage operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.</td>
<td><em>Local, agency, and facility-specific Standard Operating Procedures</em></td>
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<td>Conduct and obtain current damage reports and determine the affected area <em>(recurring)</em>.</td>
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<td>Repair and restore essential services and vital systems as required.</td>
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<td>Secure assistance from private contractors/vendors as needed.</td>
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<td>Provide emergency power as needed to maintain service to the community.</td>
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<td>Initiate curtailment procedures if shortages or overload conditions appear imminent.</td>
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<td>Determine the need for additional resources and request as necessary through appropriate channels <em>(recurring)</em>.</td>
<td><em>ESF 7 Annex of the Wallowa County EOP</em></td>
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<td>Submit a request for emergency/disaster declaration, as applicable.</td>
<td><em>Section 1 of the Wallowa County EOP</em></td>
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<td>Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.</td>
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# Drought Incident Checklist

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<tr>
<th>Phase of Activity</th>
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<td>Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
<td>ICS Resource Tracking Forms  ESF 7 Annex of the Wallowa County EOP</td>
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<td>Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.</td>
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<td>Establish a Joint Information Center and designate a lead PIO for the County.</td>
<td>ESF 15 Annex of the Wallowa County EOP</td>
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<td>Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring). - Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO with support from tribal liaison(s) prior to dissemination to the public.</td>
<td>ESF 15 Annex of the Wallowa County EOP</td>
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<td>Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.</td>
<td>EOC Planning Section job action guide</td>
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<td>Record all incoming and outgoing messages (recurring). All messages, and the person sending/receiving them, should be documented as part of the EOC log.</td>
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<td>Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Manager and staff will assemble a situation report.</td>
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<td>Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.</td>
<td>ICS Form 202: Incident Objectives.</td>
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<td>Implement objectives and tasks outlined in the IAP (recurring).</td>
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<td>Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.</td>
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<td>Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.</td>
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<td>Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations.</td>
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<td>RECOVERY/DEMOBILIZATION PHASE</td>
<td>Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.</td>
<td>ESF 14 Annex of the Wallowa County EOP</td>
</tr>
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<td>Make recommendations to city and county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.</td>
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<td>Release mutual aid resources as soon as possible.</td>
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<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
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<td>Deactivate/demobilize EOCs, AOCs, and command posts.</td>
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## Drought Incident Checklist

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<td>✗ Correct response deficiencies reflected in the IP.</td>
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<td>✗ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
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<td>✗ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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Wildland Fire
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1 Purpose and Scope

1.1 Purpose
The intent of this plan is to effect rapid and efficient warning and response for areas subject to major fires, including wildland or major structures. It is further intended that by advance warning and preparation, hazardous conditions may be reduced and an early recovery accomplished.

1.2 Scope
This plan outlines procedures appropriate for response during major fires, including major structural and wildland fires. It also establishes courses of action and specific responsibilities for various response personnel and agencies. This plan identifies procedures for:

- Monitoring and reporting of potential hazardous major fires to authorities and subsequently to the populace;
- Preparing procedures to be followed upon report that a major fire threatens or is occurring in the vicinity;
- Evacuating and transporting people if warning is issued to evacuate specific areas, identifying routes, maintaining evacuee reception centers, and providing for essential services and sanitation;
- Providing traffic control and site area security of the affected area;
- Deploying personnel and resources;
- Coordinating assistance from outside of affected area;
- Returning the public to affected area and activating public utilities and services;
- Reviewing and updating this plan at least on an annual basis and/or as necessary; and
- Conducting regularly scheduled exercises to test concepts and procedures.

2 Activation
Emergency actions, as outlined, may be initiated by Wallowa County Emergency Management in conjunction with the appropriate District Fire Chief upon notification that a forest or wildland fire is threatening or imminent. In other areas, notification and activation may be provided by appropriate Fire Chief or County officials.

3 Situation
Major fires present periodic problems in areas of Wallowa County. These problems pose extreme difficulties dependent upon location, intensity, and direction of movement.

Even small fires in a brush area, if not quickly detected and suppressed, can get out of control. An uncontrolled fire is one of the most destructive forces caused by nature or humans. Fire can be a killer of people, livestock, fish, and wildlife. It can destroy personal and real property, forage, watersheds, and scenic and recreational areas. Severe soil erosion, silting of stream beds and reservoirs, and flooding are often serious aftermaths of fires.
Fire protection in Wallowa County is the primary responsibility of the District or City Fire Department in which the fire begins. Mutual aid agreements exist among nearly all agencies within the county.

4 Concept of Operations

4.1 Primary Warning System

- The City/District Fire Department or the Sheriff’s Department, through the 911 Communications Center are primarily responsible for the determination of fire locations and issuing of warnings within Wallowa County. These warnings are issued to all affected fire agencies and, if applicable, neighboring jurisdictions. Under direction of the Emergency Public Information Officer (PIO), appropriate information and instructions based on these warnings may be broadcast by County radio and television.
- Upon notification, the Emergency Services Coordinator will alert key EOC personnel. Refer to the EMO Annex and the Call Out List sections for specific personnel.

Radio Communications from the Sheriff Department and elements of Wallowa County government may be used to complement commercial telephone systems, for example:

Keep posted on progress of fire by listening to radio station _________ and television channel _________. “County government instructions will be issued over these stations by the Chairman, Board of Supervisors, the Emergency Services Coordinator, or other authorized officials.”

4.2 Alternative Warning System

If telephone contact fails within any affected agency, Emergency Management will notify the Wallowa County Sheriff’s Department by radio through the 911 Communications Center, or by a messenger who would then attempt to re-establish contact with the affected area.

4.3 Back-up System

Should County officials determine that evacuation is required, any emergency services vehicles may tour the affected area intermittently, sounding their sirens and using their public address systems. These efforts will be coordinated through the Command Post (CP) with the EOC.

5 County Government Responsibilities

5.1 Wallowa County Emergency Management

- Activate the EOC if the situation warrants.
- Assess the fire situation, including a determination of the firespread potential risk area, and estimate the speed and direction of wind at the
scene. Initiate a system of reporting from private agencies and utilities that have facilities in the risk area.

- Establish contact with the nearest office of the NWS to ensure adequate forecasting support. Make certain the senior fire fighting officer (at the CP) receives all weather information on a timely basis.
- Keep in communication with the senior fire fighting officer at the scene to obtain the strategy and tactics he or she intends to use, as well as the requirements for additional manpower, equipment, and supplies.
- Evaluate the overall situation. Compare reports from the scene by the senior firefighting officer to other reports to obtain an accurate assessment of the situation. This evaluation provides a basis for effective decisions on how best to meet requirements.
- Provide the Emergency PIO with appropriate information from releases. The PIO should be the only source to release information to the media. See Sample Warning Media Release.
- Coordinate with responsible fire and other emergency services on plans for evacuation of area if required, and designate exit routes for threatened citizens and entrance routes for emergency services. Enlarge area of evacuation as required.
- If required, secure additional aid from other communities in accordance with mutual-aid agreements.
- If the fire situation exceeds County capability, the jurisdiction through the County Fire Chief may implement the Oregon Conflagration Act by immediately contacting the State Fire Marshall’s Office and the State Emergency Management Office. These agencies will assist in coordinating outside assets to the fire location.
- Provide for securing the area of operations and prohibit unauthorized persons into the fire area except firefighters and emergency services personnel.
- Reroute traffic as required.
- When fire has been suppressed, restore the incident area to a safe condition to lessen the probability of further fire or accidents.
- Make certain that when firefighting operations are completed, the senior firefighting officer provides appropriate notification to the EOC.
- Should evacuation have been ordered: after determining that conditions are favorable for evacuees to re-enter the evacuated areas, the EOC will notify all agencies and evacuees and assist people in returning to their homes.
- The Emergency Manager will collect accurate damage information and consolidate, evaluate, and analyze data concerning the scope and magnitude of the disaster. If it is determined that State assistance is contemplated, consolidated data will be reported to the Oregon Department of Emergency Management in the form of a Disaster Declaration request.
- An assistance center will be established as needed. County, State, and Federal Disaster assistance may be requested in accordance with the State of Oregon Emergency Response Plan.
5.2 **Wallowa County Sheriff’s Department**
- Receives notification from County Emergency Management.
- Coordinates with Wallowa County Sheriff Department and maintains communication with County EOC.
- Directs traffic control. Establishes road blocks to prevent entry into affected area exempt by firefighting and Emergency Services vehicles and personnel.
- Assumes responsibility for reasonable security of homes and property that may have been evacuated.

5.3 **Wallowa County Highway Department**
- Receives notification from County Emergency Management.
- Keeps roads open for traffic.
- Assists the Sheriff’s Office and Fire Chief in establishing road blocks and rerouting traffic.

5.4 **Wallowa County Health Services**
- Receives notification from County Emergency Services.
- Establishes health care facilities as directed by the EOC.
- Maintains constant communications with the County EOC.
- Advises County Emergency Services of any health hazards in the affected area.
- Maintains disease control in the affected area.

6 **Appendices**
- Appendix 1  Evacuation Plan – Instructions to the Public
- Appendix 2  Warning Sample Media Release
- Appendix 3  Wildfire Incident Checklist
APPENDIX 1

EVACUATION PLAN – INSTRUCTIONS TO PUBLIC
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Evacuation Plan – Instructions to the Public

County residents may be asked to cooperate if the community is involved in a major fire. Public information releases for the County media will be prepared in advance for use as needed.

In Case Forest Fire Threatens

- Keep posted on progress of fire by listening to radio stations __________ and television channel ________________.
- If an additional threat is seen, report it immediately by telephone to the Sheriff’s Department, fire department, or fire warden.
- If you are burning debris for cleanup, immediately stop.
- Put out all fires in homes and other structures.
- Fire in woods, put out campfires.
- Make certain your home is clear of combustibles, particularly brush, that are hazardous to your home or other structures.
- Hook up garden hoses and check out your water supply for possible wetting down roofs.
- If time permits and it is required, remove and clear away flammable vegetation up to 30 feet on each side of your home or other structure.
- Close all windows (cover if possible), remove combustibles near windows and other openings, protect and secure stock and pet animals.
- After your home is secured, be ready to assist in constructing community firebreaks if asked to do so.
- If you are asked to assist in community firefighting operations, make sure you are under the supervision of a designated firefighter. Follow instructions, because he knows how the fire is being fought and where you will be most valuable to the operation.
- Follow safety precautions to prevent being trapped. Keep informed. Follow instructions. Know where the fire is in relation to you. Know your escape route. Keep calm. Maintain communication with your supervisor. Make certain you understand instructions. Wallowa County residents may be evacuated from forest and wildland fire areas as deemed necessary by competent authority.

Public information releases for the County Media will be prepared in advance for use as needed only through the PIO.

Evacuation

- Begin evacuation immediately when the official warning is issued. Warning will be issued from law enforcement and/or Emergency Services personnel, broadcast over radio and television (time permitting), and/or a door-to-door basis by law enforcement, rescue squad, and other volunteer personnel.
- Follow designated evacuation route nearest to you. (Describe the area to be evacuated and relocation areas, specified by street, route number, etc.)
- Do not use firefighting entrance routes. They are reserved for Emergency Services only.
- Reception Centers will be activated and staffed by the American Red Cross. Local media will broadcast location information.
- Go to the Reception Center and register so that information concerning your whereabouts is available for County officials as well as for inquiries from friends and relatives.
- If you do not have your own transportation, law enforcement officers and school buses will assist you. Call 541-426-3131 for assistance.
- Be prepared for a lengthy stay. Take necessary items such as medicines, prescriptions, personal papers, changes of clothing, and some valuables, all within reasonable limits, considering safety and available time and space.
- Lock your home. Turn off gas, electricity, and water
- When you have secured your home, tie a white cloth or towel to your front door so that Emergency Services and Law Enforcement personnel will know that you have gone.
- Do not tie up phone lines. Do not become part of the problem by interfering with communications and operations of vital personnel.
- Time is important. Move fast, but safely and courteously.

Re-Entry
- Do not return to the evacuated area until advised to do so by responsible officials (police/sheriff, City/County officials, etc.)
- Leave gas and electricity off until instructed to do otherwise. Use caution in putting gas and electricity back into use. It is advisable to have them checked by qualified technicians before use.
- Heed advice from official sources on how to cope with debris and burned-out areas.
APPENDIX 2

SAMPLE WARNING MEDIA RELEASE
Sample Warning Media Release

This is (Name), speaking for the Wallowa County Emergency Services. Fire officials report that a fire is presently burning out of control in the area of ____________________.

All citizens living in the affected area, especially __________________ should begin immediate evacuation to the Red Cross shelter at _________________ or _________________.

It is anticipated that the fire may interrupt travel along Highway _________________ by _________________. The populated areas of __________________________ may be impacted by _________________.

Move calmly, but quickly. Listen to instructions of your County officials.

(Repeat the Message)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to evacuees.
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## Appendix 3 - Wildfire Incident Checklist

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<td>Arrange for personnel to participate in necessary training and exercises, as determined by Wallowa County Emergency Management and ESF-4 Lead.</td>
<td>County NIMS Implementation and Training Plan</td>
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<td>Participate in Wallowa County preparedness activities, seeking understanding of interactions with participating agencies in a wildfire scenario.</td>
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<td>Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Wallowa County EOC.</td>
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<td>Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
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<td>Activate the County EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions.</td>
<td>Section 5 of the County EOP, agency and company-specific plans</td>
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<td>Estimate emergency staffing levels and request personnel support.</td>
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<td>Develop work assignments for ICS positions (recurring).</td>
<td>ICS Form 203- Organization Assignment List</td>
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<td>Notify ESF-4 supporting agencies.</td>
<td>ESF 4 Annex to county EOP</td>
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<td>Identify local, regional, and/or state agencies that may be able to mobilize resources and staff to the County EOC for support.</td>
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<td>Determine scope and extent of wildfire (recurring). Verify reports and obtain estimates of the area that may be affected.</td>
<td>ICS Form 209-Incident Status Summary</td>
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<td>Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.</td>
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<td>ESF 2 Annex of county EOP</td>
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<td>Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.</td>
<td>Section 4.2 of the County EOP; Established emergency contact lists at the County EOC</td>
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<td>Wallowa Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Services Coordinator will be integrated into the Operations Section of the County EOC.</td>
<td>ESF 4 Annex of the County EOP</td>
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<td>- If forest or wild land is impacted, Oregon Department of Forestry will respond and a unified command system will be established.</td>
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<td>- If Federal lands are impacted, a Unified Command will be established integrating the U.S. Forest Service and/or Bureau of Land Management.</td>
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<td>Implement local plans and procedures for wildfire operations. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.</td>
<td>Agency-specific Standard Operating Procedures</td>
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<td>- Oregon State Fire Service Mobilization Plan (03/04)</td>
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<td>- Wallowa County Community Wildfire Protection Plan (03/24/06)</td>
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<td>Obtain current and forecasted weather to project potential spread of the wildfire (recurring).</td>
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<td>Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)</td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</td>
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<td>Determine the need for additional resources and request as necessary through appropriate channels (recurring).</td>
<td>ESF 7 Annex of county EOP</td>
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<td>Submit request for a local or county-wide disaster/emergency declaration, as applicable.</td>
<td>Section 1.4 of county EOP</td>
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<td>Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs.</td>
<td>ICS Resource Tracking Forms; ESF 7 Annex of county EOP</td>
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<td>Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.</td>
<td>Refer to ESF 15 Annex of the County EOP</td>
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<td>Establish a Joint Information Center.</td>
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<td>Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).</td>
<td>Refer to ESF 15 Annex of the County EOP</td>
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<td>- Public information focusing on fire prevention, control, and suppression will be reviewed by the Wallowa County Fire Defense Board Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.</td>
<td>Refer to ESF 15 Annex of the County EOP</td>
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<td>Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.</td>
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<td>Develop an Incident Action Plan (IAP) (<em>recurring</em>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.</td>
<td>ICS Form 202 – Incident Objectives</td>
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<td>Implement objectives and tasks outlined in the IAP (<em>recurring</em>).</td>
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<td>Coordinate with the private sector partners as needed.</td>
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<td>Ensure all reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the Incident Commander and/or Safety Officer.</td>
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<td><strong>RECOVERY/DEMOBILIZATION PHASE</strong></td>
<td>Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.</td>
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<td></td>
<td>Release mutual aid resources as soon as possible.</td>
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<td></td>
<td>Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.</td>
<td>ESF 14 Annex of the County EOP; Agency recovery plans</td>
</tr>
<tr>
<td></td>
<td>Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
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<td></td>
<td>Deactivate/demobilize the County EOC.</td>
<td>ESF 5 Annex of the County EOP</td>
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<td></td>
<td>Implement revisions to the Wallowa County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.</td>
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<td>Correct response deficiencies reflected in the IP.</td>
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<tr>
<td></td>
<td>Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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Hazardous Materials
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### Hazardous Materials Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>❑ Have personnel participate in necessary training and exercises, as determined by Wallowa County Emergency Management and the ESF-10 Lead (including the LaGrande Regional Hazardous Materials Response Team – HazMat 12).</td>
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<td></td>
<td>❑ Participate in Wallowa County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.</td>
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<tr>
<td></td>
<td>❑ Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Wallowa County EOC.</td>
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<tr>
<td></td>
<td>❑ Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
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<tr>
<td></td>
<td>❑ In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the LaGrande Regional Hazardous Materials Response Team – HazMat 12.</td>
<td><strong>ESF 10 Annex of the County EOP</strong></td>
</tr>
<tr>
<td></td>
<td>❑ Determine the type, scope, and extent of the HazMat incident (<em>recurring</em>). Verify reports and obtain estimates of the area that may be affected.</td>
<td><strong>ICS Form 209: Incident Status Summary</strong></td>
</tr>
<tr>
<td></td>
<td>- Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.</td>
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<tr>
<td></td>
<td>- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment (PPE) requirements.</td>
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<tr>
<td></td>
<td>- Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.</td>
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<tr>
<td></td>
<td>❑ Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident.</td>
<td><strong>Northwest Area Contingency Plan</strong></td>
</tr>
<tr>
<td></td>
<td>❑ Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.</td>
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<td></td>
<td>❑ Establish access control to the incident site through local law enforcement agencies.</td>
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<tr>
<td></td>
<td>❑ If the situation warrants it, request activation of the Wallowa County EOC via the County Emergency Manager.</td>
<td><strong>Section 5 of the Wallowa EOP</strong></td>
</tr>
<tr>
<td></td>
<td>❑ Activate the Wallowa County EOC, coordinate response activities among AOCs and ICPs, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.</td>
<td><strong>Section 5 of the County EOP</strong></td>
</tr>
</tbody>
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## Hazardous Materials Incident Checklist

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<td></td>
<td>If applicable, establish immediate gross decontamination capability for victims.</td>
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<tr>
<td></td>
<td>Estimate emergency staffing levels and request personnel support.</td>
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<td></td>
<td>Develop work assignments for ICS positions <em>(recurring)</em>.</td>
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<td></td>
<td>Notify ESF-10 supporting agencies.</td>
<td>ESF 10 Annex of the County EOP</td>
</tr>
<tr>
<td></td>
<td>- Identify local, regional, and/or state agencies that may be able to mobilize resources to the County EOC for support.</td>
<td></td>
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<tr>
<td></td>
<td>Contact the OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team. <em>Note: The primary regional HazMat response team is located in LaGrande.</em></td>
<td>OERS is available 24 hours a day.</td>
</tr>
<tr>
<td></td>
<td>Assign liaisons to the County EOC representing government agencies, private entities <em>(i.e., railroad companies, chemical manufacturers, etc.)</em>, and other stakeholders to the Wallowa County EOC.</td>
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<tr>
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<td>Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
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<td></td>
<td>- Dedicate time during each shift to prepare for shift change briefings.</td>
<td>ICS Form 201: Incident Briefing.</td>
</tr>
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<td></td>
<td>Confirm or establish communications links among primary and support agencies, the Wallowa County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.</td>
<td>ESF 2 Annex to the County EOP</td>
</tr>
<tr>
<td></td>
<td>Ensure that all required notifications have been completed. Consider other local, state, and Federal agencies that may be affected by the incident. Notify them of the status.</td>
<td>Section 4.2 of the Wallowa County EOP; Established emergency contact lists maintained at the Wallowa County EOC</td>
</tr>
<tr>
<td></td>
<td>- For incidents affecting navigable waterways, ensure that the U.S. Coast Guard has been notified.</td>
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<td></td>
<td>- For incidents occurring on State highways, ensure that the Oregon Department of Transportation (ODOT) has been notified.</td>
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<tr>
<td></td>
<td>- Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.</td>
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<tr>
<td></td>
<td>- If agricultural areas and livestock are potentially exposed or impacted, notify local extension services <em>(Oregon State University)</em>, Oregon Department of Agriculture, and the State Veterinarian.</td>
<td>ESF 11 Annex of the County EOP</td>
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## Hazardous Materials Incident Checklist

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<tr>
<td>A lead PIO will be designated by the County BOC. The PIO will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies.</td>
<td></td>
<td>ESF 15 Annex of the County EOP</td>
</tr>
<tr>
<td>Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.</td>
<td></td>
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<tr>
<td>Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and standard operating procedures. Ensure copies of all documents are available to response personnel.</td>
<td></td>
<td>ESF-10 of the Wallowa County EOP</td>
</tr>
<tr>
<td>Obtain current and forecasted weather to project potential spread of the plume (recurring).</td>
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<tr>
<td>Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.</td>
<td></td>
<td>ESF 2 Annex of the County EOP</td>
</tr>
<tr>
<td>Determine the need for implementing evacuation and sheltering activities (recurring). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), and ESF-6 (Mass Care, Housing, and Human Services).</td>
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</tr>
<tr>
<td>Establish a victim decontamination and treatment area(s).</td>
<td></td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</td>
</tr>
<tr>
<td>Determine the need for additional resources and request as necessary through appropriate channels (recurring).</td>
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<tr>
<td>Submit a request for emergency/disaster declaration, as applicable.</td>
<td></td>
<td>ESF 7 Annex of county EOP</td>
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<td>Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.</td>
<td></td>
<td>Section 1.4 of the County EOP</td>
</tr>
<tr>
<td>Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
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<tr>
<td>Develop plans and procedures for registering regional HAZMAT teams as they arrive on the scene and receive deployment orders.</td>
<td></td>
<td>ICS Resource Tracking Forms; ESF 7 Annex of the County EOP</td>
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## Hazardous Materials Incident Checklist

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<td><strong>Establish</strong></td>
<td>Establish the Joint Information Center, as needed.</td>
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<tr>
<td><strong>Formulate</strong></td>
<td>Formulate emergency public information messages and media responses using “one message, many voices” concepts <em>(recurring)</em>.</td>
<td>ESF 15 Annex of the County EOP</td>
</tr>
<tr>
<td></td>
<td>- Public information will be reviewed and approved for release by the Incident Commander and the lead PIO before dissemination to the public and/or media partners.</td>
<td>ESF 15 Annex of the County EOP</td>
</tr>
<tr>
<td><strong>Record</strong></td>
<td>Record all EOC and individual personnel activities <em>(recurring)</em>. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.</td>
<td></td>
</tr>
<tr>
<td><strong>Record</strong></td>
<td>Record all incoming and outgoing messages <em>(recurring)</em>. All messages, and the person sending or receiving them, should be documented as part of the EOC log.</td>
<td>EOC Planning Section job action guide</td>
</tr>
<tr>
<td><strong>Develop</strong></td>
<td>Develop and deliver situation reports <em>(recurring)</em>. At regular intervals the IC/EOC Manager and staff will assemble a Situation Report.</td>
<td></td>
</tr>
<tr>
<td><strong>Develop</strong></td>
<td>Develop an IAP <em>(recurring)</em>. This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.</td>
<td></td>
</tr>
<tr>
<td><strong>Implement</strong></td>
<td>Implement objectives and tasks outlined in the IAP <em>(recurring)</em>.</td>
<td>ICS Form 202: Incident Objectives</td>
</tr>
<tr>
<td><strong>Coordinate</strong></td>
<td>Coordinate with private sector partners as needed.</td>
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</tr>
<tr>
<td><strong>Ensure</strong></td>
<td>Ensure all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the Incident Commander and/or Safety Officer.</td>
<td></td>
</tr>
<tr>
<td><strong>As applicable,</strong></td>
<td>As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Wallowa County EOC, the responsible party (if known), and the Oregon DEQ.</td>
<td></td>
</tr>
<tr>
<td><strong>Ensure</strong></td>
<td>Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.</td>
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<tr>
<td><strong>Consider</strong></td>
<td>Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private sector partners.</td>
<td>ESF-14 Annex of the County EOP</td>
</tr>
<tr>
<td><strong>Release</strong></td>
<td>Release mutual aid resources as soon as possible.</td>
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<tr>
<td><strong>Conduct</strong></td>
<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
<td></td>
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<tr>
<td><strong>Deactivate</strong></td>
<td>Deactivate/demobilize the Wallowa County EOC.</td>
<td></td>
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<tr>
<td><strong>Correct</strong></td>
<td>Correct response deficiencies reflected in the IP.</td>
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<td><strong>Submit</strong></td>
<td>Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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**RECOVERY/DEMOBILIZATION PHASE**

*IA 5: Hazardous Materials*
IA 6  Earthquake/Seismic Activity
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NOTE: This annex also includes landslides as a secondary hazard.

### Earthquake/Seismic Activity Checklist

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<tr>
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<tr>
<td>PRE-INcIDENT PHASE</td>
<td>- Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity including the Wallowa County EOP and supporting procedures and plans.</td>
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<tr>
<td></td>
<td>- Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.</td>
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<td></td>
<td>- Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF-1 and ESF-6.</td>
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<td></td>
<td>- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.</td>
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<td></td>
<td>- Prepare radio messaging to be used by local radio stations for emergency broadcast.</td>
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<td></td>
<td>- Have personnel participate in necessary training and exercises, as determined by Wallowa County Emergency Management in coordination with ESF-1 and ESF-6 Leads.</td>
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<td></td>
<td>- Participate in Wallowa County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.</td>
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<td>- Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs.</td>
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<td></td>
<td>- Ensure earthquake response equipment and personnel inventories for Wallowa County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.</td>
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<td></td>
<td>- Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
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<td></td>
<td>- Work with county planning department and local planning commissions for establishment of appropriate infrastructure protection measures in landslide-prone areas.</td>
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<td>- Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.</td>
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<td>- Provide public safety information and educational programs regarding emergency preparedness and response.</td>
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</tr>
<tr>
<td>RESPONSE PHASE</td>
<td>- Activate the Wallowa County EOP when earthquake and/or seismic incidents pose threats.</td>
<td>ESF 5 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>- Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.</td>
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Earthquake/Seismic Activity Checklist

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<td>Estimate emergency staffing levels and request personnel support.</td>
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<td>Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.</td>
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<td>Develop work assignments for ICS positions <em>(recurring)</em>.</td>
<td>ICS Form 203: Organization Assignment List</td>
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<td>Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as the County BOC.</td>
<td>ESF 4 Annex of the Wallowa County EOP</td>
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<tr>
<td></td>
<td>- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.</td>
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<tr>
<td></td>
<td>Determine the type, scope, and extent of the incident <em>(recurring)</em>. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.</td>
<td>ICS Form 209: Incident Status Summary.</td>
</tr>
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<td>- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.</td>
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<td>Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
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<td>- Dedicate time during each shift to preparing for shift change briefings.</td>
<td>ICS Form 201: Incident Briefing</td>
</tr>
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<td>Confirm or establish communications links among local and county EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.</td>
<td>ESF 2 Annex of the Wallowa County EOP</td>
</tr>
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<td></td>
<td>Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.</td>
<td>Established emergency contact lists maintained at the EOC</td>
</tr>
<tr>
<td></td>
<td>Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.</td>
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<tr>
<td></td>
<td>Implement local plans and procedures for earthquake operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.</td>
<td>Local, agency, and facility-specific Standard Operating Procedures</td>
</tr>
<tr>
<td></td>
<td>Conduct and obtain current damage reports and determine the affected area <em>(recurring)</em>.</td>
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<tr>
<td></td>
<td>Determine the need to conduct evacuations and sheltering activities <em>(recurring)</em>. Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)</td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Determine the need for additional resources and request as necessary through appropriate channels <em>(recurring)</em>.</td>
<td>ESF 7 Annex of the Wallowa County EOP</td>
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<td></td>
<td>Submit a request for emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Wallowa County EOP</td>
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<td><strong>Activate mutual aid agreements.</strong> Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.</td>
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<td><strong>Coordinate resource access, deployment, and storage in the operational area.</strong> Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
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<tr>
<td><strong>Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.</strong></td>
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<tr>
<td><strong>Establish a Joint Information Center and designate a lead PIO for the County.</strong></td>
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<tr>
<td><strong>Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).</strong> Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO prior to dissemination to the public.</td>
<td></td>
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<td><strong>Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.</strong></td>
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<tr>
<td><strong>Record all incoming and outgoing messages (recurring). All messages, and the person sending/receiving them, should be documented as part of the EOC log.</strong></td>
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<td><strong>Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Manager and staff will assemble a situation report.</strong></td>
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<tr>
<td><strong>Develop and update the Incident Action Plan (IAP) (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.</strong></td>
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<tr>
<td><strong>Implement objectives and tasks outlined in the IAP (recurring).</strong></td>
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<td><strong>Coordinate with private sector partners as needed.</strong></td>
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<td><strong>Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.</strong></td>
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<td><strong>Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.</strong></td>
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</tr>
<tr>
<td><strong>Once the threat to public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.</strong></td>
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<tr>
<td><strong>Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Release mutual aid resources as soon as possible.</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</strong></td>
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<tr>
<td><strong>Deactivate/demobilize EOCs, AOCs, and command posts.</strong></td>
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<tr>
<td><strong>Correct response deficiencies reflected in the IP.</strong></td>
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<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
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<td></td>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
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<td></td>
<td>Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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</table>
Volcano/Volcanic Activity
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## Volcano/Volcanic Activity Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
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<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
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<tr>
<td>☐</td>
<td>Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.</td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
</tbody>
</table>
| ☐ | Provide information and training on volcano-hazard response to emergency workers and the public.  
  - Implement a public outreach program on volcano hazards.  
  - Review public education and awareness requirements. | ESF 15 of the County EOP |
| ☐ | Participate in Wallowa County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario. | |
| ☐ | Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Wallowa County EOC. | |
| ☐ | Familiarize staff with requirements for requesting State and Federal Disaster Assistance. | Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP) |
| ☐ | Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). | |

| **RESPONSE PHASE** | | |
| ☐ | Activate the County EOC and establish Incident Command or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions. | Section 5 of the County EOP, agency and company-specific plans |
| ☐ | Activate and implement the County EOP. | |
| ☐ | Notify supporting agencies.  
  - Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for support | |
| ☐ | Provide local warnings and information and activate appropriate warning/alert systems. | ESF 2 Annex of the County EOP |
| ☐ | Support a Regional Coordination Center, if necessary. | |
| ☐ | Establish a Joint Information Center.  
  - Provide a Public Information Officer for the Joint Information Center.  
  - Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring). | ESF 15 Annex of the County EOP |
| ☐ | Install additional monitoring instruments to collect and analyze visual, seismic, lahar-detection, deformation, and gas-emission data. | Section 1.4 of county EOP |
| ☐ | Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, State, or Federal resources. If applicable, submit request for local disaster/emergency declaration following established county procedures. | |
| ☐ | Estimate emergency staffing levels and request personnel support. | |
| ☐ | Develop work assignments for ICS positions (recurring). | ICS Form 203-Organization Assignment List |
| ☐ | Develop and initiate shift rotation plans, including briefing of replacements during shift changes.  
  - Dedicate time during each shift to prepare for shift change | ICS Form 209-Incident Status Summary |
## Volcano/Volcanic Activity Incident Checklist

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<td>Confirm or establish communications links among primary and support agencies, the County EOC, and State ECC - confirm operable phone numbers and backup communication links.</td>
<td>ESF 7 Annex of the County EOC</td>
</tr>
<tr>
<td></td>
<td>Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.</td>
<td>ESF 1, 2, 13, and 15 Annexes of the County EOP</td>
</tr>
<tr>
<td></td>
<td>Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.</td>
<td>Established emergency contact lists maintained at the County EOC</td>
</tr>
<tr>
<td></td>
<td>Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases. Request that American Red Cross activate and implement local sheltering plans.</td>
<td>ESF 6 Annex of the County EOP and American Red Cross Shelter Plans</td>
</tr>
<tr>
<td></td>
<td>Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the County EOC, as situation requires. The following ESFs may provide lead roles during various phases of evacuation: - ESF 1 - Transportation - ESF 2 - Emergency Communications and Warning - ESF 13 - Public Safety and Security - ESF 15 - Emergency Public Information</td>
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<td></td>
<td>Determine the need for additional resources and request as necessary through the County EOC.</td>
<td>ESF 7 Annex of the County EOC</td>
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<td></td>
<td>Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.</td>
<td>ESF 7 Annex of the County EOC</td>
</tr>
<tr>
<td></td>
<td>Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
<td>ESF 7 Annex of the County EOP</td>
</tr>
<tr>
<td></td>
<td>Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.</td>
<td>ICS Resource Tracking forms and EOC forms</td>
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<td>Record all EOC activity and completion of individual personnel tasks. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.</td>
<td>Existing EOC forms/templates</td>
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<td>Record all incoming and outgoing messages. All messages and the person making/receiving them should be documented as part of the EOC log.</td>
<td></td>
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<td>Produce situation reports. At regular periodic intervals, the EOC Manager and staff will assemble a situation report.</td>
<td>EOC Planning Section job action guide</td>
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<td>Develop an IAP. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.</td>
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</tr>
<tr>
<td></td>
<td>Implement elements of the IAP.</td>
<td>ICS Form 202 – Incident Objectives</td>
</tr>
<tr>
<td></td>
<td>Coordinate with private sector partners as needed.</td>
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<td>Ensure all reports of injuries, deaths, and major equipment damage</td>
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<tr>
<td>Phase of Activity</td>
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</tr>
<tr>
<td>Recovery/ Demobilization Phase</td>
<td>due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the County EOC.</td>
<td>ESF 14 Annex of the County EOP and agency-specific recovery</td>
</tr>
<tr>
<td></td>
<td>□ Release mutual aid resources as soon as possible.</td>
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<tr>
<td></td>
<td>□ Monitor secondary hazards associated with volcano eruption and/or significant activity (landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, air quality issues) and maintain on-call personnel to support potential response to these types of hazards.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Assess volcanic risks and include information/findings as part of a comprehensive Hazard Identification and Vulnerability Analysis (HIVA) for the County.</td>
<td>Existing HIVA</td>
</tr>
<tr>
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<td>□ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP).</td>
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<td>□ Correct response deficiencies reflected in the IP.</td>
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<td>□ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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Terrorism
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Background Information
This annex can be applied to incidents involving Weapons of Mass Destruction and Chemical, Biological, Radiological, Nuclear, and Explosive materials.

Law enforcement agencies will normally take the lead role in incident management. Each city’s police department has the lead role in terrorism crisis management within its jurisdiction, and the Wallowa County Sheriff’s Office has the lead role elsewhere in the County. The lead agencies for the State and Federal government are the Oregon State Police and the Federal Bureau of Investigations.

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

Definitions for crisis management and consequence management can be found in Appendix C of this EOP.

Volcano/Volcanic Activity Incident Checklist

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<td>PRE-INCIDENT PHASE</td>
<td>❑ Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the Wallowa County EOP and annexes.</td>
<td></td>
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<tr>
<td></td>
<td>❑ Have personnel participate in necessary training and exercises, as determined by Wallowa County Emergency Management and the ESF-8 and ESF-10 Leads.</td>
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<td></td>
<td>❑ Participate in Wallowa County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.</td>
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<td></td>
<td>❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Wallowa County EOC. Include appropriate regional, state, and Federal emergency contacts for terrorism response.</td>
<td>Existing emergency contact lists for Wallowa County and response partners</td>
</tr>
<tr>
<td></td>
<td>❑ Ensure terrorism response equipment and personnel inventories for Wallowa County and the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.</td>
<td></td>
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<td>❑ Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
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<td>❑ Provide public safety information and educational programs for terrorism emergency preparedness and response.</td>
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<tr>
<td><strong>SURVEILLANCE PHASE</strong> (BIO ONLY)</td>
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<tr>
<td></td>
<td>![ ]_{Activate Incident/Unified Command upon recommendation from Wallowa County Public Health Department. Unified Command may consist of County, regional, State, and Federal crisis management and consequence management agencies.}</td>
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<tr>
<td></td>
<td>![ ]_{Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.}</td>
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<td></td>
<td>![ ]_{Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan.}</td>
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<td></td>
<td>![ ]_{Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary. ICS Form 209: Incident Status Summary}</td>
<td></td>
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<tr>
<td></td>
<td>![ ]_{Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident status and are available and staffed to respond.}</td>
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<td></td>
<td>![ ]_{Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.}</td>
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<tr>
<td></td>
<td>![ ]_{Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?}</td>
<td></td>
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<tr>
<td></td>
<td>![ ]_{Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.}</td>
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<td>![ ]_{Maintain communication between field response crews, local/County EOCs, REOC, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.}</td>
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<td>![ ]_{Gather additional information. Include photographs and video recording.}</td>
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<td></td>
<td>![ ]_{Determine if the threat level for that area should be elevated and inform appropriate agencies.}</td>
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<tr>
<td></td>
<td>![ ]_{Determine if any advisories should be issued to the public.}</td>
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<tr>
<td><strong>RESPONSE PHASE</strong></td>
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<td></td>
<td>![ ]_{If an explosive devise is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.}</td>
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<tr>
<td></td>
<td>![ ]_{- Be cognizant of any secondary devices that may be on-site.}</td>
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<td></td>
<td>![ ]_{- Be cognizant that CBRNE agents may be present.}</td>
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<td></td>
<td>![ ]_{Investigate the crime scene and collect vital evidence.}</td>
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<td></td>
<td>![ ]_{Activate the Wallowa County EOP. Wallowa County EOP}</td>
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<td><strong>Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During Terrorism incidents, local and/or county EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.</strong></td>
<td>ICS Form 203: Organization Assignment List</td>
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<td><strong>Estimate emergency staffing levels and request personnel support.</strong></td>
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<td><strong>Develop work assignments for ICS positions (<strong>recurring</strong>).</strong></td>
<td>ESF 10 and 8 Annex to the Wallowa County EOP</td>
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<td></td>
<td>- Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location.</td>
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<td><strong>Notify ESF-10 and/or ESF-8 supporting agencies (dependent on the type of incident) and the County Court.</strong></td>
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<td>- Identify local, regional, and/or state agencies that may be able to mobilize resources to the EOC for support.</td>
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<td><strong>Determine the type, scope, and extent of the Terrorism incident (<strong>recurring</strong>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.</strong></td>
<td>ICS Form 209: Incident Status Summary</td>
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<td>- Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/PSAP, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes.</td>
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<td>- Verify that the hazard perimeter and hazard zone security have been established.</td>
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<td>- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.</td>
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<td>- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.</td>
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<td><strong>Determine if the threat level for that area should be elevated and inform appropriate agencies.</strong></td>
<td>ESF 2 Annex to the Wallowa County EOP</td>
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<td><strong>Disseminate appropriate warnings to the public.</strong></td>
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<td><strong>Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</strong></td>
<td>ICS Form 201: Incident Briefing</td>
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<td>- Dedicate time during each shift to preparing for shift change briefings.</td>
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<td><strong>Confirm or establish communications links among primary and support agencies, the County EOC, and state ECC. Confirm operable phone numbers and backup communication links.</strong></td>
<td>ESF 2 Annex to the Wallowa County EOP</td>
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<td>Ensure that all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.</td>
<td>“Notification and Activation” section of the Wallowa County EOP; Established emergency contact lists maintained at the EOC</td>
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<td>- Notification to the Oregon State Police and the FBI is required for all terrorism incidents.</td>
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<td>- If an incident occurs on state highways, ensure that the Oregon Department of Transportation has been notified.</td>
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<td>- Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.</td>
<td>ESF 11 Annex to the Wallowa County EOP</td>
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<td></td>
<td>- If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), Wallowa County Public Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.</td>
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<td>Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.</td>
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<td>Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.</td>
<td>Wallowa County Terrorism Response Plan</td>
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<td>Obtain current and forecasted weather to project potential HazMat vapor plumes (recurring).</td>
<td>ESF 2 Annex to the Wallowa County EOP</td>
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<td>- Note: Vapor plume modeling support may be obtained through regional HazMat teams, state, and/or Federal environmental protection agencies.</td>
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<td>Determine the need to implement evacuations and sheltering activities (recurring). Evacuation assistance should be provided through interactions with ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made.</td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Wallowa County EOP</td>
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<td></td>
<td>- Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</td>
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<td>Determine the need for and activate emergency medical services (recurring). Medical services should be coordinated through ESF-8 (Public Health and Medical Services)</td>
<td>ESF 8 Annex to the Wallowa County EOP</td>
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<td>Determine the need for additional resources and request as necessary through appropriate channels (recurring).</td>
<td>ESF 7 Annex to the Wallowa County EOP</td>
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<td>Submit a request for emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Wallowa county EOP</td>
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<td>◐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.</td>
<td>ICS Resource Tracking Forms</td>
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<td>◐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
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<td>◐ Develop plans and procedures for registering regional HAZMAT or health and medical teams as they arrive on the scene and receive deployment orders.</td>
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<td>◐ Establish a Joint Information Center.</td>
<td>ESF 15 Annex to the Wallowa County EOP</td>
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<td>◐ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).</td>
<td></td>
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<td>- Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners.</td>
<td>ESF 15 of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>◐ Record all EOC activity and completion of individual personnel tasks (recurring). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.</td>
<td>EOC Planning Section job action guide</td>
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<td>◐ Record all incoming and outgoing messages (recurring). All messages, and the person sending or receiving them, should be documented as part of the EOC log.</td>
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<td>◐ Develop and deliver situation reports (recurring). At regular intervals, the EOC Manager and staff will assemble a situation report.</td>
<td></td>
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<td>◐ Develop an Incident Action Plan (IAP) (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.</td>
<td>ICS Form 202: Incident Objectives</td>
</tr>
<tr>
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<td>◐ Implement objectives and tasks outlined in the IAP (recurring).</td>
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<td>◐ Coordinate with private sector partners as needed.</td>
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</tr>
<tr>
<td></td>
<td>◐ Ensure all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.</td>
<td></td>
</tr>
<tr>
<td>RECOVERY/DEMOBILIZATION PHASE</td>
<td>◐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.</td>
<td>ESF 14 Annex to the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>◐ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Wallowa County, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the EPA may be necessary.</td>
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<td>◐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.</td>
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<td></td>
<td>◐ Release mutual aid resources as soon as possible.</td>
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<td></td>
<td>◐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
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<tr>
<td></td>
<td>◐ Deactivate/demobilize the EOC.</td>
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<td></td>
<td>◐ Correct response deficiencies reflected in the IP.</td>
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### Volcano/Volcanic Activity Incident Checklist

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<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
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<tbody>
<tr>
<td></td>
<td>❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
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<td></td>
<td>❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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</tbody>
</table>
IA 9  Public Health-Related Incident
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### Public Health-Related Incident Checklist

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<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
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<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
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<tr>
<td></td>
<td>❑ Have personnel participate in training and exercises, as determined by Wallowa County Emergency Management and/or the Wallowa- Public Health Department.</td>
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<td>❑ Participate in Wallowa County preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.</td>
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<td></td>
<td>❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.</td>
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<td></td>
<td>❑ Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure lines of communication and roles/responsibilities are clear across the participating entities.</td>
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</tr>
<tr>
<td></td>
<td>❑ Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
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<td></td>
<td>❑ Monitor and report the presence of contagious infections within the County.</td>
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<td>❑ Evaluate the ability of existing health care facilities to handle public health emergencies.</td>
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<td>❑ Maintain medical supplies and equipment.</td>
<td><em>Hospital Standard Operating Procedures</em></td>
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<td>❑ Coordinate with the Wallowa County Sanitarian to ensure drinking water quality.</td>
<td><em>Water District Standard Operating Procedures</em></td>
</tr>
<tr>
<td></td>
<td>❑ Coordinate with the Wallowa County Sanitarian to provide safe wastewater and sewage disposal.</td>
<td><em>Water District Standard Operating Procedures</em></td>
</tr>
<tr>
<td></td>
<td>❑ Wallowa County Public Health Department will initially respond, assume initial Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat.</td>
<td><em>ESF 5 Annex of the Wallowa County EOP</em></td>
</tr>
<tr>
<td></td>
<td>❑ Determine the type, scope, and extent of the public health incident (recurring). Verify reports and obtain estimates of the area that may be affected.</td>
<td><em>ICS Form 209: Incident Status Summary</em></td>
</tr>
<tr>
<td></td>
<td>- Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.</td>
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<tr>
<td></td>
<td>- Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment (PPE) requirements.</td>
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<td>- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.</td>
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<tr>
<td></td>
<td>❑ Ensure that area hospitals, including Wallowa Memorial Hospital, have been notified.</td>
<td><em>ESF 8 Annex of the Wallowa County EOP</em></td>
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<td></td>
<td>❑ Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and OSPHD.</td>
<td><em>ESF 8 Annex of the Wallowa County EOP</em></td>
</tr>
<tr>
<td><strong>RESPONSE PHASE</strong></td>
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# Public Health-Related Incident Checklist

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<td>-</td>
<td>If the pathogen or agent requires laboratory analysis, Wallowa County Public Health may request analytical assistance from the Oregon State Public Health Laboratory.</td>
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<td>-</td>
<td>If animal health and vector control is required, these services are to be requested through Wallowa County Emergency Management or from Wallowa County Extension (Oregon State University).</td>
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<td>-</td>
<td>Coordinate sanitation activities and potable water supply provisions.</td>
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<td>-</td>
<td>Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.</td>
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<tr>
<td>□</td>
<td>If quarantine is in place, establish access control to the area through local law enforcement agencies.</td>
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<tr>
<td>□</td>
<td>Collect and report vital statistics.</td>
<td></td>
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<td>□</td>
<td>Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.</td>
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<td>-</td>
<td>Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.</td>
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<tr>
<td>□</td>
<td>If necessary, conduct a damage assessment for public health facilities and systems.</td>
<td></td>
</tr>
<tr>
<td>□ Wallowa Memorial Hospital conducts an inventory of its HRSA cache. If more health resources are needed, requests for these supplies should be made through the Wallowa County EOC.</td>
<td>ESF 7 &amp; 8 of the Wallowa County EOP</td>
<td></td>
</tr>
<tr>
<td>□ Activate the Wallowa County EOC, coordinate response activities among AOCs and ICP, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.</td>
<td>ESF 5 Annex of the Wallowa County EOP</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Estimate emergency staffing levels and request personnel support.</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Develop work assignments for ICS positions (recurring).</td>
<td>ESF 8 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td>□</td>
<td>Notify all other ESF-8 supporting agencies of the Wallowa County response, requesting additional support as necessary.</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Identify local, regional, state, and Federal agencies that may be able to mobilize resources to the County EOC for support.</td>
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<tr>
<td>□</td>
<td>Assign a liaison to other County EOCs to facilitate resource requests.</td>
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<td>□</td>
<td>Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
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<td>Dedicate time during each shift to prepare for shift change briefings.</td>
<td>ICS Form 201: Incident Briefing</td>
</tr>
<tr>
<td>□</td>
<td>Confirm or establish communications links among primary and support agencies, other County EOCs, and state ECC. Confirm operable phone numbers and backup communication links.</td>
<td>ESF 2 Annex of the Wallowa County EOP</td>
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## Public Health-Related Incident Checklist

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<td>The Wallowa County Emergency Management Director, in collaboration with the Wallowa County Public Health Department, designates a County PIO representative. The PIO will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies.</td>
<td>ESF 8 &amp; 15 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.</td>
<td></td>
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<tr>
<td></td>
<td>Implement local plans and procedures for public health emergencies. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures).</td>
<td>ESF 8 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Determine the need for implementing evacuation and sheltering activities (<em>recurring</em>). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs).</td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>Establish treatment area(s).</td>
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<td></td>
<td>Determine the need for additional resources and request as necessary through appropriate channels (<em>recurring</em>).</td>
<td>ESF 7 Annex of the Wallowa County EOP</td>
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<tr>
<td></td>
<td>Submit a request for emergency/disaster declaration, as applicable.</td>
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<td>Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.</td>
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<td>Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
<td>ICS Resource Tracking Forms; ESF 7 Annex of the Wallowa County EOP</td>
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<td></td>
<td>Establish a Joint Information Center, as needed.</td>
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<td></td>
<td>Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<em>recurring</em>).</td>
<td>ESF 15 Annex of the Wallowa County EOP</td>
</tr>
<tr>
<td></td>
<td>- Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners.</td>
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<tr>
<td></td>
<td>- Develop and disseminate public information programs regarding personal health and hygiene.</td>
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<td></td>
<td>Record all EOC activity and completion of individual personnel tasks (<em>recurring</em>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.</td>
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<td></td>
<td>Record all incoming and outgoing messages (<em>recurring</em>). All messages, and the person sending or receiving them, should be documented as part of the EOC log.</td>
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</table>
# Public Health-Related Incident Checklist

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<td></td>
<td>❑ Develop and deliver situation reports (<em>recurring</em>). At regular intervals the EOC Manager and staff will assemble a situation report.</td>
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<td></td>
<td>❑ Develop an Incident Action Plan (IAP) (<em>recurring</em>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.</td>
<td><em>ICS Form 202: Incident Objectives</em></td>
</tr>
<tr>
<td></td>
<td>❑ Implement objectives and tasks outlined in the IAP (<em>recurring</em>).</td>
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<td>❑ Coordinate with private sector partners as needed.</td>
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<td></td>
<td>❑ Ensure all reports of injuries and deaths due to a public health emergency are communicated to the Wallowa County EOC for transmittal to the WSPHD as soon as it is available.</td>
<td><em>ESF 8 Annex of the Wallowa County EOP</em></td>
</tr>
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<td></td>
<td>❑ For handling of fatalities, coordination between the Wallowa County Health Department and Wallowa County EOC is needed for medical examiner services.</td>
<td><em>ESF 8 Annex of the Wallowa County EOP</em></td>
</tr>
<tr>
<td><strong>RECOVERY/DEMOBILIZATION PHASE</strong></td>
<td>❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.</td>
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<td>❑ Release mutual aid resources as soon as possible.</td>
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<td>❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
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<td>❑ Deactivate/demobilize the County EOC.</td>
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<td>❑ Correct response deficiencies reflected in the IP.</td>
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<td>❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</td>
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Animal and Agriculture-Related Incident
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# Animal and Agriculture-Related Incident Checklist

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<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>❑ Arrange for personnel to participate in necessary training and exercises, as determined by Wallowa County Emergency Management and ESF 8 and 11 Leads.</td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
<tr>
<td></td>
<td>❑ Participate in Wallowa County preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency.</td>
<td>ESF 11 Annex to the County EOP</td>
</tr>
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<td></td>
<td>❑ Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Wallowa County EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident):  - Oregon Dept of Fish and Wildlife  - Oregon Department of Agriculture  - Wallowa County Extension Service  - Farm Service Agency  - Wallowa County Health Department  - Oregon State Public Health Division  - Local and State Veterinarians</td>
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<tr>
<td></td>
<td>❑ Inform Wallowa County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
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<tr>
<td><strong>RESPONSE PHASE</strong></td>
<td>❑ Following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern, activate the County EOC and establish Incident Command or Unified Command, as appropriate. Identify the lead animal/agriculture agency. Staffing levels will vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions.</td>
<td>ESF 5 and 11 Annexes of the County EOP</td>
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<td></td>
<td>❑ Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures/practices as deemed necessary by the situation, and provide regular scheduled safety briefings to the command staff.</td>
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<td></td>
<td>❑ If incident response exceeds local capabilities and/or resources, submit a request for emergency/disaster declaration according to established county procedures.</td>
<td>Section 1.4 of the County EOP</td>
</tr>
<tr>
<td></td>
<td>❑ Contact the County Sheriff if the Oregon Department of Agriculture requires enforcement of a quarantine area. The Emergency Management Director or designee will contact the County Court with information on required measures and resources. Local police departments and Oregon State Police may be called upon to provide additional resources.</td>
<td>ESF 13 Annex of the EOP</td>
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<td></td>
<td>❑ Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies).</td>
<td>ESF 13 Annex of the EOP</td>
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<td></td>
<td>❑ Estimate emergency staffing levels and request personnel support.</td>
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<td></td>
<td>✅ Develop work assignments for ICS positions <em>(recurring).</em></td>
<td>ICS Form 203-Organization Assignment List</td>
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<td>✅ Notify appropriate ESF-11 and ESF-8 supporting agencies. Support agencies may include, but are not limited to:</td>
<td>ESF 8 and 11 Annexes to County EOP</td>
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<td>- US Department of Agriculture</td>
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<td>- Animal Plant Health Inspection Service</td>
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<td>- Foreign Animal Disease Diagnostic Lab</td>
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<td>- Food Safety Inspection Service</td>
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<td>- Oregon Department of Agriculture</td>
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<td>- State Veterinarian’s Office</td>
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<td>- Regional Veterinary Emergency Response Teams</td>
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<td>- Private Veterinarians</td>
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<td>- Oregon Department of Fish &amp; Wildlife</td>
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<td>- Oregon Department of Environmental Quality</td>
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<td>- Wallowa County Health Department</td>
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<td>- Wallowa County Extension Service</td>
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<td>- Farm Service Agency</td>
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<td>- Oregon State University, College of Veterinary Medicine</td>
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<td></td>
<td>- Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for supporting response operations.</td>
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<td>✅ With support from the local health department, State Veterinarian, and Area Veterinarian In-Charge, determine the scope and extent of outbreak/disease <em>(recurring).</em> Verify reports and obtain estimates of the areas/livestock operations in the County that may be affected.</td>
<td>ICS Form 209-Incident Status Summary</td>
</tr>
<tr>
<td></td>
<td>- Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.</td>
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<td>✅ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.</td>
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<td></td>
<td>- Dedicate time during each shift to prepare for shift change briefings.</td>
<td>ICS Form 201-Incident Briefing.</td>
</tr>
<tr>
<td></td>
<td>✅ Confirm or establish communications links among primary and support agencies, the County EOC, AOCs, and State ECC - confirm operable phone numbers and backup communication links.</td>
<td>ESF 2 Annex of county EOP</td>
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<tr>
<td></td>
<td>- Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Oregon Department of Agriculture.</td>
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<td></td>
<td>✅ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide status of incident and conditions of actual or perceived disease threat.</td>
<td>Section 4.2 of the County EOP; Established emergency contact lists at the County EOC</td>
</tr>
<tr>
<td></td>
<td>✅ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.</td>
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### Animal and Agriculture-Related Incident Checklist

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<td>Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures).</td>
<td>Agency-specific Standard Operating Procedures and ESF 11 Annex to the County EOP</td>
</tr>
<tr>
<td></td>
<td>Determine need to conduct human and/or animal evacuations and sheltering activities (<em>recurring</em>). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), ESF 11 (Agriculture and Natural Resources), and ESF-15 (Public Information and External Affairs)</td>
<td>ESF 1, ESF 5, ESF 6, ESF 11, and ESF 15 Annexes of the County EOP</td>
</tr>
<tr>
<td></td>
<td>Determine the need for additional resources and request as necessary through appropriate channels (<em>recurring</em>), including activation of intergovernmental agreements and memos of understanding.</td>
<td>ESF 7 Annex of county EOP</td>
</tr>
<tr>
<td></td>
<td>Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.</td>
<td>ESF 5 and 7 Annexes of the County EOP</td>
</tr>
<tr>
<td></td>
<td>Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</td>
<td>ICS Resource Tracking Forms and ESF 7 Annex of county EOP</td>
</tr>
<tr>
<td></td>
<td>Manage and coordinate volunteers through the County EOC via the Volunteer Coordinator. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.</td>
<td>ESF 15 Annex of the County EOP</td>
</tr>
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<td>Establish a Joint Information Center. In the case of animal disease that could spread or pose risk to humans, the County Health Officer, or designee will address medical and public health issues/concerns within the Joint Information System via the JIC, if it is activated.</td>
<td>ESF 15 Annex of the County EOP</td>
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<td>Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<em>recurring</em>).</td>
<td>ESF 15 Annex of the County EOP</td>
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<td>Public information focusing on animal/agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian’s Office), local/state public health agencies, Wallowa County Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and JIC and supported by Wallowa County Court. Information will be approved for release by the (IC) and Lead PIO prior to dissemination to the public.</td>
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</table>
## Animal and Agriculture-Related Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
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<tbody>
<tr>
<td><strong>RECOVERY/ DEMOBILIZATION PHASE</strong></td>
<td>Record all EOC activity and completion of individual personnel tasks <em>(recurring)</em>. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.</td>
<td>EOC position checklists/forms and applicable ICS forms.</td>
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<td>Produce situation reports <em>(recurring)</em>. At regular periodic intervals, the EOC Manager/Emergency Management Director and staff will assemble a situation report.</td>
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<td>Develop, update, and implement an IAP <em>(recurring)</em> for each operational period. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.</td>
<td>ICS Form 202 – Incident Objectives.</td>
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<td>Ensure all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer.</td>
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<td>Ensure an orderly demobilization of emergency operations in accordance with current county procedures and implement community recovery plans (including COOP/COG).</td>
<td>ESF 14 Annex to the County EOP.</td>
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<td>Coordinate with appropriate organizations for the deployment of inspectors and veterinarians to verify/certify viability of animals/plants following a disease outbreak or contamination incident.</td>
<td>Specific Agency Standard Operating Procedures.</td>
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<td>Release mutual aid resources as soon as possible.</td>
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<td></td>
<td>Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with Oregon Department of Environmental Quality for identification of disposal sites and appropriate procedures.</td>
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<td>Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</td>
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<td>Deactivate/demobilize the County EOC.</td>
<td>ESF 5 Annex of the County EOP.</td>
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<td>Correct response deficiencies reflected in the IP.</td>
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<tr>
<td></td>
<td>Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>).</td>
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</tbody>
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IA 11 Dam Failure
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1 Purpose
This annex describes procedures to be followed in the assessment and reporting of damage resulting from a natural disaster, person-caused incident, or other major incident.

2 Situation and Assumptions

2.1 Situation
As identified in the Wallowa County Hazard Analysis, many hazardous events have the potential for causing extensive property damage and loss of lives. In the event that such damage occurs, a planned damage assessment and reporting procedure is essential for response and recovery operations.

2.2 Assumptions
- The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is effected in Wallowa County.
- The accurate assessment of damage to infrastructure (public bridges, roads, utilities, service districts, etc.) is critical to response and recovery efforts.
- Individual and community crisis intervention will be needed in many instances. Individuals and groups may be affected for an extended length of time following an incident.
- Volunteer agencies, such as the American Red Cross, play an important role in collecting damage assessment information and will be involved very early in the response phase, continuing through the recovery phase.
- Coordination with City jurisdictions to accomplish the damage assessment and reporting will occur through the Emergency Manager. City employees may be tasked as team members of the Damage Assessment team as appropriate.
- Damage Assessments for other agencies will be coordinated through the Emergency Manager. These agencies may include potential Public Assistance Applicants (utilities, service districts, certain private nonprofit groups, etc.).

3 Roles and Responsibilities
Damage Assessment Teams will consist primarily of local government employees and Volunteer Organization personnel. When necessary State and private sector personnel from the fields of engineering, building trades, property assessment, and other related areas, may be used to supplement existing team members.

The team composition should include those possessing the necessary expertise such as: County Assessor, Chamber of Commerce Manager, Director of Public Works, Education Service District Superintendent, Emergency Manager, EMS
Coordinator and County Health Officer, Crisis Intervention Team Leader, American Red Cross Damage Assessment Representative, County Sheriff.

When an operation such as a hazardous material accident is in need of specialized assistance, appropriate personnel will be added to the team.

Initial damage assessment information usually is collected from personnel (or teams) in the field. The use of telephone banks to gather damage assessment information may be more practical for some incidents or specific types of damages.

3.1 Emergency Manager

- Ensure that the mitigation activities of building codes and land use regulation are followed.
- Identify Damage Assessment Team members.
- Ensure that Damage Assessment Team members are trained.
- Gather and compile information from Damage Assessment Team members.
- Gather damage estimates from privately owned utilities, State/Federal agencies, private nonprofit groups, and special service districts.
- Develop SOPs for compiling information, and for reporting information and assessments to the Wallowa County Board of Commissioners.

3.2 County Assessor

- Estimate dollar loss to the County tax base.
- Assimilate information on damage to private structures and businesses.
- Estimate dollar loss on tax base for special tax districts.

3.3 County Health Officer/EMS Coordinator

- Ascertain the number of deaths resulting from the disaster. This information may be obtained from the field via the Wallowa County Sheriff’s SAR unit, when necessary.
- Determine the number of injuries and classify according to severity. This information may be obtained from the field via the Wallowa County Sheriff's Search and Rescue unit, when necessary.
- Develop SOPs for obtaining information and for reporting the information to the Emergency Manager.

3.4 County Director of Public Works

- Evaluate extent of damage suffered by County-owned buildings, with highest priority given to buildings that are critical to public safety and the continuity of government.
- Evaluate approximate costs of restoration to public owned buildings.
- Survey and evaluate damage sustained by County roads and bridges, with highest priority on main arteries and routes to medical facilities.
- Determine damage to traffic control devices.
- Evaluate damage to County- (City-) owned water distribution and waste treatment systems.
- Evaluate cost of restoring County (City) utility systems.
- Develop SOPs for gathering and reporting damage information to the Emergency Manager.

3.5 Education Service District Superintendent
- Determine extent of damage inflicted upon facilities owned by each school district.
- Develop estimate of cost of restoration.
- Devise SOPs for collecting and reporting information to the Emergency Manager.

3.6 Farm Service Agency Director
- Determine extent of damages to agricultural crops and crop land.
- Forward damage reports to the Emergency Manager.

3.7 Chamber of Commerce Manager
- Estimate revenue losses to County businesses based on damage.
- Forward estimates to the Emergency Manager.

3.8 American Red Cross Disaster Services Chair
- Ensure that the American Red Cross Damage Assessment Team completes preliminary assessments expeditiously.
- Forward damage assessment information to the Emergency Program Manager.

4 Concept of Operations

4.1 General
Building codes and land use regulations can reduce much of the structural damage that would otherwise result from a disaster. Despite our best efforts, damages may still occur, and a fast and accurate assessment of these damages is very useful in response operations. In addition, an extensive damage assessment is a necessary part of most recovery programs at the State and Federal levels.

The Emergency Program Manager is responsible for coordinating the damage assessment function for the County. This will be accomplished by creating and coordinating a Damage Assessment Team from existing State, County, and volunteer organization personnel.

Each member of the Damage Assessment Team is responsible for collecting damage reports and information from his or her respective field. This information is then compiled by the Emergency Program Manager and presented to the Wallowa County Board of Commissioners.
4.2 Phases of Management

4.2.1 Mitigation
- Develop and enforce adequate building codes.
- Develop, enhance, and enforce adequate land use regulation.
- Support efforts of organizations, such as the American Red Cross, in presenting community activities that promote the awareness of potential hazards and actions individuals can take to reduce their risk and/or potential property damage.

4.2.2 Preparedness
- Identify Dam Age Assessment Team members.
- Train personnel in damage assessment techniques and paperwork.
- Develop damage assessment information flow charts, and develop SOPs for reporting agencies.
- Maintain pre-disaster maps, photographs, and other documents for damage assessment purposes.
- Maintain lists of critical support facilities requiring priority repairs, if damaged.

4.2.3 Response
- Collect damage information.
- Compile damage assessment reports.
- Complete disaster summary outline.
- Present damage assessments to the Wallowa County Board of Commissioners.

4.2.4 Recovery
- Identify unsafe structures and recommend condemnation.
- Monitor restoration activities.
- Review building codes and land use regulations for possible improvements.

5 Direction and Control
Wallowa County is organized to respond to disaster incidents using the Incident Command System (ICS). When multiple jurisdictions are involved (i.e. City and County) a Multiple Agency Coordination (MAC) group may be utilized. Local officials remain in control of any incident that occurs within their jurisdictional boundary.

Following disaster situations, the appropriate local officials will be responsible for Damage Assessment activities. When directed by the Chairman, or designee, of the Wallowa County Board of Commissioners, the Emergency Manager will assemble Damage Assessment team members. Once damage surveys of the affected areas have been completed, the results should be reported to the Wallowa County Board of Commissioners, and an Initial Disaster Assessment (IDA) report
should be forwarded to Oregon Emergency Response System (Oregon Emergency Management).

It is imperative that accuracy be maintained in compiling Initial Damage Assessment Reports so that local officials can judge the need for requesting State and Federal assistance. If a determination is made that State and/or Federal assistance may be needed, a Local Disaster Declaration should be issued by the Wallowa County Board of Commissioners. (See the Emergency Declaration Annex.)

Updated IDA reports should be forwarded to OERS when compiled. Damage Assessment Team members may need to meet to accomplish these updates.

6 **Continuity of Government**
Lines of succession to each department head are determined according to the SOPs established by each department.

7 **Administration and Support**

7.1 **Records and Reports**
- Damage Assessment Team - Each damage assessment team will collect field data using Disaster Field Data Collection Forms. These reports will be forwarded to the appropriate personnel.
- Damage Assessment Report – The Damage Assessment Report should be utilized to determine priorities for beginning repairs and evaluating the need for requesting State and Federal assistance.

7.2 **Release of Assessment Information**
Accurate information will be provided to the State for necessary release to Federal agencies in a timely and effective manner. Other interested parties may obtain damage assessment information from the authorized coordinator with the consent of local authorities.

8 **Annex Development and Maintenance**
The Emergency Program Manager will ensure the maintenance of this annex with support from the organizations identified in Section 4. Each agency will develop SOPs that address assigned tasks.

9 **References**

State of Oregon - Disaster Recovery Assistance Guidebook.

10 Appendices

Appendix 1  Special Tax Districts in Wallowa County
APPENDIX 1

SPECIAL TAX DISTRICTS IN WALLOWA COUNTY
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Special Tax Districts in Wallowa County
- Wallowa County Waste Board
- Lake Service District Bond
- Health Care District
- School District #6
- School District #6 Bond
- School District #12
- School District #12 Bond
- School District #21
- School District #21 Bond
- School District #54
- Education Service District
- City Of Enterprise
- City Of Joseph
- City Of Joseph Bond
- City Of Wallowa
- City Of Wallowa Bond
- City Of Lostine
- City Of Lostine Bond
- County Animal Control
- 4-H & Extension
- Enterprise Cemetery
- Joseph Cemetery
- Wallowa Cemetery
- Lostine Cemetery
- Alder Cemetery
- Wallowa Rural Fire District
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