Yamhill County, Oregon
Emergency Operations Plan

Prepared for:

Yamhill County Office of Emergency Management

Prepared by:

ecology and environment, inc.
Global Environmental Specialists

Yamhill County, Oregon
EMERGENCY OPERATIONS PLAN

June 2015

Prepared for:

Yamhill County Office of Emergency Management
Physical: 414 NE Evans Street, McMinnville, OR 97128
Mailing Address: 535 NE 5th Street, McMinnville, OR 97128

Prepared by:

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Immediate Action Checklist

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

1. **Receive alert of incident.**

   - Alerts should be directed to the County Emergency Manager.

   - If the Emergency Manager is not available, alerts should be directed to the Assistant Emergency Manager, based on the line of succession outlined in Section 1.8.1 of this plan.

   - Alerts may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.

   - If you are the first person receiving notification of the incident, call 9-1-1 and provide as much detail as possible.

   - *See ESF 2 – Communications of this plan for more information on alert and warning.*

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

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

   - Identify key personnel who will be needed to support emergency operations, including staffing of the Emergency Operations Center, if activated.

3. **Notify key County personnel and response partners.**

   - The Emergency Manager will notify key personnel to staff the Emergency Operations Center based on incident needs.

   - Notify appropriate emergency response agencies.

   - *See the Emergency Contact List maintained by the Emergency Manager.*

4. **Activate the County Emergency Operations Center as appropriate.**

    ▪ The County will utilize the Incident Command System in managing the Emergency Operations Center.

    ▪ Primary Emergency Operations Center Location: Basement of the Yamhill County Clerk's Office, 414 NE Evans St, McMinnville, Oregon

    ▪ Alternate Emergency Operations Center Locations:

        o McMinnville Police Department, 121 SW Adams St;

        o County Court House, 535 NE 5th St, room 32;

        o Public Works Auditorium, 2050 Lafayette Ave; and

        o McMinnville Fire Department, 175 NE First Street

    ▪ *See Section 5.4 of this plan for information on Emergency Operations Center operations.*

5. **Establish communications with the on-scene Incident Commander.**

    ▪ Identify primary and back-up means to stay in contact with the on-scene Incident Commander.

    ▪ The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with the scene.

    ▪ *See ESF 2 – Communications of this plan for more information on communications systems.*

6. **Identify key incident needs, in coordination with the on-scene Incident Commander.**

    ▪ Consider coordination of the following, as required by the incident:

        o Protective action measures, including evacuation and shelter-in-place

        o Shelter and housing needs for displaced citizens

        o Emergency public information and coordination with the media

        o Provisions for Access and Functional Needs Populations, including unaccompanied children

        o Provisions for animals in disaster

7. **Inform the Oregon Emergency Response System of Emergency Operations Center activation and request support as needed.**

   ▪ Oregon Emergency Response System: 800-452-0311

   ▪ If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802.

8. **Declare a State of Emergency for the County, as appropriate.**

   ▪ If the incident has overwhelmed or threatens to overwhelm the County's resources to respond, the County should declare a state of emergency.

   ▪ A declaration may be made by the Board of Commissioners.

   ▪ The declaration should be submitted to the Oregon Emergency Response System.

   ▪ *See Section 1.7 of this plan for information on the disaster declaration process. See Appendix A for a sample disaster declaration form.*

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how Yamhill 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 Presidential Policy Directive 8, the National Response Framework, and Oregon Office of Emergency Management plans.

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

Consisting of a Basic Plan, Emergency Support Function Annexes that complement the federal and State of Oregon Emergency Support Function Annexes, Support Annexes, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, State, local, tribal, community- and faith-based organizations, and private-sector partners.

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Letter of Promulgation

To all Recipients:

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

This Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the County.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

This plan has been reviewed by the Emergency Manager and approved by the County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.
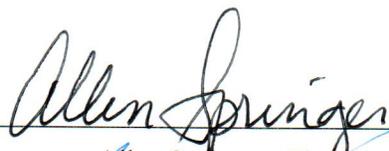
_____   _____
Allen Springer, Chair   Mary Starrett, Vice Chair

_____   _____
Stan Primozich, Commissioner   Christian Boenisch, County Counsel

_____   _____
Laura Tschabold, County Administrator   June 25, 2015
                                                          DATE

Accepted by Yamhill County
Board of Commissioners on

_____6·25·15_____ by Board Order

#_____15-206_____

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Plan Administration

The Emergency Manager will coordinate review, revision, and re-promulgation of this plan every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Emergency Manager without formal County Board of Commissioners approval.

Record of Plan Changes

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.

Date	Change No.	Summary of Change
2010	Original Release	
2011	2011-01	Revision
2015	2015-01	Basic update of information to bring overall information and formatting in line with the repeal/replacement of Ordinance 759 and EOPs throughout the State of Oregon.

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The Emergency Manager is ultimately responsible for dissemination of all plan updates. The EOP may also be accessed via the County website.

- Board of Commissioners (3 copies)

- County Administration (2 copies: Administrator, Deputy Administrator)

- County Counsel

- County Courts

- County Facilities

- County Finance

- County Human Resources (Director)

- County Information Technology

- County Office of Emergency Management (10 copies)

- County Planning (Director)

- County Public Health (2 copies: HHS Director, Preparedness Coordinator)

- County Public Works (Director)

- County Sheriff's Office (3 copies: Admin, Jail, Emergency Management Liaison)

- Fire Defense Board (Chief)

- Oregon Military Department, Office of Emergency Management

Emergency Operations Plan Review Assignments

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

Section/Annex	Responsible Party
Basic Plan	Office of Emergency Management
Emergency Support Function Annexes (ESFs)	
ESF 1 Transportation	Public Works
ESF 2 Communications	Information Technology/Telecom
ESF 3 Public Works	Public Works
ESF 4 Firefighting	County Fire Defense Board, Chief
ESF 5 Information and Planning	Office of Emergency Management
ESF 6 Mass Care	Health and Human Services
ESF 7 Resource Support	Office of Emergency Management
ESF 8 Health and Medical	Health and Human Services Public Health
ESF 9 Search and Rescue	Sheriff's Office
ESF 10 Hazardous Materials	Local Fire Departments Oregon State Fire Marshall's Office
ESF 11 Food and Water	Office of Emergency Management Public Health
ESF 12 Energy	Office of Emergency Management in cooperation with local Utilities
ESF 13 Military Support	Sheriff's Office in cooperation with Oregon National Guard
ESF 14 Public Information	Sheriff's Office (PIO) Office of Emergency Management
ESF 15 Volunteer and Donations Management	Office of Emergency Management
ESF 16 Law Enforcement	Sheriff's Office
ESF 17 Agriculture and Animal Protection	Office of Emergency Management Public Health
ESF 18 Business and Industry	Office of Emergency Management

Section/Annex	Responsible Party
Support Annexes (SAs)	
SA 1 Long-Term Community Recovery	Administration Office of Emergency Management
Incident Annexes (IAs)	
IA 1 Severe Weather/Landslides	Office of Emergency Management
IA 2 Flood (including Dam Failure)	Office of Emergency Management
IA 3 Drought	Office of Emergency Management in cooperation with local water districts and the United States Department of Agriculture
IA 4 Wildfire	Local Fire Departments and Districts County Fire Defense Board Oregon Department of Forestry
IA 5 Hazardous Materials (Accidental Release)	Local Fire Departments and Districts Oregon State Fire Marshal State Hazardous Materials Team
IA 6 Earthquake/Seismic Activity	Office of Emergency Management
IA 7 Terrorism (Including Weapons of Mass Destruction and Chemical, Biological, Radiological, Nuclear and Explosive)	Office of Emergency Management County Sheriff in cooperation with City Police Departments
IA 8 Public Health-Related	Public Health in cooperation with Willamette Valley Medical Center and Providence Newberg Medical Center
IA 9 Animal and Agriculture-Related	Office of Emergency Management County Extension Service (Oregon State University) Yamhill County, United States Department of Agriculture Emergency Board
IA 10 Transportation Accidents	Sheriff's Office
IA 11 Utility Failure	Public Works Department
IA 12 Cyber Security	Information Technology

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ESF 9 – Search and Rescue
ESF 10 – Hazardous Materials
ESF 11 – Food and Water
ESF 12 – Energy
ESF 13 – Military Support
ESF 14 – Public Information
ESF 15 – Volunteer and Donations Management
ESF 16 – Law Enforcement
ESF 17 – Agriculture and Animal Protection
ESF 18 – Business and Industry

Support Annexes
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Incident Annexes
IA 1 – Severe Weather/Landslides
IA 2 – Flood (including Dam Failure)
IA 3 – Drought
IA 4 – Wildfire
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List of Abbreviations and Acronyms

AAR   After Action Report

AC   Area Command

ADA   Americans with Disabilities Act

AOC   Agency Operations Center

ARC   American Red Cross

ARES   Amateur Radio Emergency Services

BOC   Board of Commissioners

CA   Corrective Action

CAP   Corrective Action Plan

CBRNE   Chemical, Biological, Radiological, Nuclear, Explosive

CERT   Community Emergency Response Teams

CFR   Code of Federal Regulations

CIKR   Critical Infrastructure and Key Resources

Co/YC   Yamhill County

COOP   Continuity of Operations Plan

C-POD   Community Point(s) of Distribution

DAC   Disaster Assistance Center

DHSS   Department of Health and Social Services

DOC   Department Operations Center

DSHS   Department of Social and Health Services

EAS   Emergency Alert System

ECC   Emergency Coordination Center

EMD   Emergency Management Division

EMO   Emergency Management Organization

EMP   Emergency Management Plan

EMS   Emergency Medical Services

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FSA	Farm Services Agency
GIS	Geographical Information Systems
Gov	Governor of Oregon
GRP	Geographic Response Plan
Haz-Mat	Hazardous Materials
HHS	Health & Human Services
HRSA	Health Resources and Services Administration
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
ISA	Incident Specific Annex
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
MAC Group	Multi-Agency Coordination
MCI	Mass Casualty Incident
MOC	Medical Operations Center
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NAWAS	National Alert and Warning System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

NRF	National Response Framework
NRP	National Response Plan
NSS	National Shelter System
NWS	National Weather System
ODA	Oregon Department of Agriculture
ODF	Oregon Department of Forestry
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statute
ORWARN	Oregon Water/Wastewater Agency Response Network
OSP	Oregon State Police
OTFC	Oregon Terrorism Information Threat Assessment Network Fusion Center
PDA	Preliminary Damage Assistance
PIO	Public Information Officer
POD	Point of Dispensing
PSAP	Public Safety Answering Point
Red Cross	American Red Cross
SA	Support Annex
SAR	Search and Rescue
SOP	Standard Operating Procedure
SSF	State Support Functions
State	State of Oregon (governing body)
TITAN	Oregon Terrorism Information Threat Assessment Network
UAC	Unified Area Command
UC	Unified Command
USCG	United States Coast Guard
USDA	United States Department of Agriculture
VA	Veterans Administration
VOIP	voice-over internet protocol
WMD	Weapons of Mass Destruction
YCARES	Yamhill County Amateur Radio Emergency Services

YCOM   Yamhill Communications Agency

1 Introduction

1.1 General

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

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

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

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

1.1.1 Whole Community Planning

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

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

Every person who lives or works in the County (including vulnerable populations) shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the County will assist its citizens in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster. However, a major emergency is likely to damage the County's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens who are prepared to take care of themselves and their families, and to assist neighbors in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

1.2 Purpose and Scope

1.2.1 Purpose

The primary purpose of the EOP is to outline the County's all-hazard approach to emergency operations in order to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas. Through this EOP the County designates NIMS and the Incident Command System (ICS) as the frameworks within which all emergency management activities will be conducted.

1.2.2 Scope

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

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, County departments and agencies that operate under this plan are expected to develop and keep current lines of succession and standard operating

procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by County departments and agencies.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand how the County manages emergency operations.

1.3   Plan Activation

Once promulgated by the County Board of Commissioners, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the County

- Health emergencies in or affecting the County

- Non-routine life-safety issues in or affecting the County

The Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander. An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC).

1.4   Plan Organization

The County EOP is composed of four main elements:

- Basic Plan (with appendices)

- Emergency Support Function Annexes (ESFs)

- Support Annexes (SAs)

- Incident Annexes (IAs)

Figure 1-1   County Emergency Operations Plan Organization
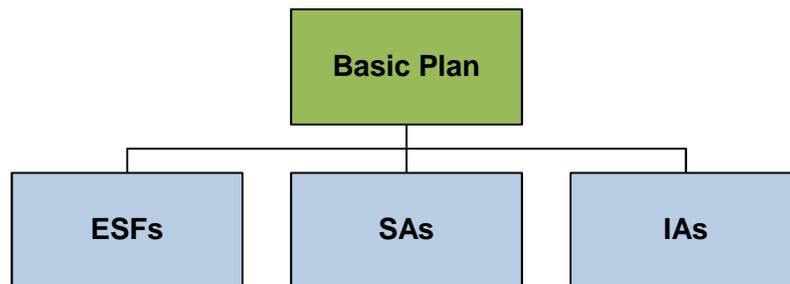
1.4.1 Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the County's emergency management structure. It serves as the primary document outlining roles and responsibilities. Specifically, the Basic Plan identifies:

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.

- Hazards and threats facing the community, including planning assumptions based on the County's response capabilities.

- Roles and responsibilities for elected officials, County departments, and key response partners.

- A concept of operations for the County that describes how the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.

- The County's emergency response structure, including activation and operation of the County EOC and implementation of ICS.

- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Emergency Support Function Annexes

The ESFs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the County throughout all phases of an emergency. In the event of an incident for which the County's capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting resources and seeking additional support from State of Oregon (State) agencies. The ESFs, which supplement the information in the Basic Plan, are listed below in Table 1-1. These annexes are currently being updated and/or are under development at this time.

Table 1-1	Emergency Support Functions
Annex	**Function**
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Firefighting
ESF 5	Information and Planning

Table 1-1	Emergency Support Functions
Annex	**Function**
ESF 6	Mass Care
ESF 7	Resources Support
ESF 8	Health and Medical
ESF 9	Search and Rescue
ESF 10	Hazardous Materials Response
ESF 11	Food and Water (under development)
ESF 12	Energy
ESF 13	Military Support (under development)
ESF 14	Public Information
ESF 15	Volunteer and Donations Management (under development)
ESF 16	Law Enforcement
ESF 17	Agriculture and Animal Protection (under development)
ESF 18	Business and Industry (under development)

1.4.3   Support Annexes

SAs describe functions that do not fit within the scope of the 18 ESF annexes described above and identify how the County's departments and agencies, private sector, volunteer organizations, and nongovernmental organizations coordinate to execute a common support functions required during an incident. The actions described in the SAs are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident. County SAs are listed below in Table 1-2. These annexes are currently being updated and/or are under development at this time.

Table 1-2	Support Annexes
Annex	**Function**
SA 1	Long-Term Community Recovery

1.4.4   Incident Annexes

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

an incident. County IAs are listed below in Table 1-3. These annexes are currently being updated and/or are under development at this time.

Table 1-3	Incident Annexes
Annex	**Hazard**
IA 1	Severe Weather/Landslides
IA 2	Flood (including Dam Failure)
IA 3	Drought
IA 4	Wildfire
IA 5	Hazardous Materials (Accidental Release)
IA 6	Earthquake/Seismic Activity
IA 7	Terrorism
IA 8	Public Health-Related
IA 9	Animal and Agriculture-Related
IA 10	Transportation Accidents (under development)
IA 11	Utility Failure (under development)
IA 12	Cyber Security (under development)

1.5 Relationship to Other Plans

1.5.1 Federal Plans

The following federal plans guide emergency preparedness, response and recovery at the federal level and provide support and guidance for state and local operations:

■ **Presidential Policy Directive 8.** Describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States.

■ **National Preparedness Goal.** Describes the Nation's security and resilience posture through identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered, and all-of-Nation approach as its foundation.

■ **National Preparedness System.** Provides guidance, programs, processes, and systems that support each component of the National Preparedness System to enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

- **National Incident Management System.** Provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.

- **National Response Framework.** Serves as a guide to how State and federal government should conduct all-hazards response. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

- **National Disaster Recovery Framework.** Provides guidance that enables effective recovery support to disaster-impacted States, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

1.5.2   State Plans

The following State plans guide emergency preparedness, response and recovery at the State level and provide support and guidance for local operations:

- **State Emergency Management Plan.** The State Emergency Management Plan consists of four volumes:

  - *Volume I: Oregon Natural Hazards Mitigation Plan.* Identifies and prioritizes potential actions throughout Oregon that would reduce the State's vulnerability to natural hazards. In addition, the plan satisfies the requirements of the Federal Emergency Management Agency (FEMA) to ensure that Oregon is eligible to receive hazard mitigation and disaster assistance funds from the federal government.

  - *Volume II: State of Oregon Preparedness Plan (in development).* Includes the plans and guidance necessary for the State to prepare for the effects of a disaster including guidance and requirements for the State's training and exercise program.

  - *Volume III: State of Oregon Emergency Operations Plan.* Establishes the procedures by which the State coordinates response to an emergency including processes for resource

requests from local and tribal partners, established roles and responsibilities for State agencies, and procedures for activation and operation of the State Emergency Coordination Center (ECC). The plan identifies 18 ESF annexes which serve as the mechanism for response support to local and tribal partners.

- *Volume IV: State of Oregon Recovery Plan.* Establishes a State Recovery Organization and describes how the State will coordinate short, intermediate, and long-term recovery activities. The plan identifies seven State Recovery Functions (SRFs) that serve as the delivery mechanism for recovery support local and tribal partners.

■ **Cascadia Subduction Zone Catastrophic Operations Plan**. Describes the roles and responsibilities of state agencies in addressing emergency response and recovery missions in a coordinated manner with local, tribal, and federal agencies after a catastrophic earthquake and tsunami.

■ **State Debris Management Plan**. Provides a framework for State agencies and municipalities to facilitate and coordinate the evaluation, removal, collection, and disposal of debris following a disaster.

■ **Mount Hood Coordination Plan.** Outlines how various agencies will coordinate their actions to minimize the loss of life and damage to property before, during, and after hazardous geologic events at the Mount Hood volcano.

■ **State Emergency Alert System Plan.** This plan, mandated by the Federal Communications Commission, outlines the organization and implementation of the State of Oregon Emergency Alert System (EAS). It is the guideline for State broadcasters and cable television operators, and State and local entities authorized to use the EAS, to determine the distribution of the President's message, mandated and optional monitoring assignments, and participation by the National Weather Service and local and State emergency agencies.

1.5.3   County Plans

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

■ **Continuity of Operations (COOP) Plan.** The Yamhill County COOP details the line of succession for participating County

departments and city governments as well as define the processes for accomplishing contingent administrative and operational functions during emergencies if normal business activities are disrupted.

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

■ **Public Health Emergency Preparedness Program.** County Public Health is responsible for developing plans to address how public health personnel plan for, respond to, and recover from all hazards that may impact public health, including communicable disease, pandemic scenarios, chemical incidents, radiological incidents, and bioterrorism. The department maintains guidelines for public health personnel responding to a public health incident in the County.

■ **Community Wildfire Protection Plan (CWPP).** The CWPP was developed using a collaborative process between the County and agencies reducing wildfire risk.

1.5.4   City Plans

Specific community procedures and guidelines supporting localized response activities will be incorporated into overall County emergency operations as applicable and necessary. Those cities that opt to implement their own specific EOPs are solely responsible for their upkeep, correctness and maintenance. The following cities have developed Emergency Operations Plan that complement the County's plan:

■ Amity	■ McMinnville
■ Carlton	■ Newberg
■ Dayton	■ Sheridan
■ Dundee	■ Willamina
■ Lafayette	■ Yamhill

1.5.5   Support Agency Plans

A number of agency-specific plans and organizational procedures are available to support the County EOP and individual ESFs. These plans and procedures are interrelated and have a direct influence on the County's preparation prior to a

major emergency or disaster, its activities in response to such an emergency or disaster, and its ability to successfully recover from such incidents or events. These plans are maintained individually by the agencies and provide local, county, regional, and state agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency incident management.

1.5.6   Regional Emergency Plans

The County is a partner in a number of regional planning efforts, including:

■   OEM Region 1 Disaster Debris Management Plan

1.6   Authorities

1.6.1   Legal Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS, Chapter 401, which establishes the authority for the County to establish an Emergency Management Organization (EMO) and appoint an Emergency Manager who will be responsible for the organization, administration and operation of the EMO.

The County EMO will, at a minimum:

■   Coordinate planning activities necessary to prepare and maintain the County EOP.

■   Manage and maintain the County EOC from which County officials can coordinate emergency and disaster response activities.

■   Establish an Incident Command structure for management of incidents by all local emergency service agencies.

■   Coordinate with County and State agencies to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

Through promulgation of this plan, the County Office of Emergency Management (County Emergency Management) has been identified as the lead agency in the EMO. The Emergency Manager has authority and responsibility for the organization, administration, and operations of the EMO. The Emergency Manager may delegate any of these activities to designees, as appropriate.

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

Table 1-4 sets forth the federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-4   Legal Authorities
Federal

― Federal Emergency Management Agency (FEMA) Policy
  o Crisis Response and Disaster Resilience 2030 (January 2012)
  o FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)
  o FEMA Administrator's Intent (2015-2019)
  o FEMA Incident Management and Support Keystone (January 2011)
  o FEMA Publication: 1 The Federal Emergency Management Agency (November 2010)
  o FEMA Strategic Plan 2011-2014
  o National Disaster Housing Strategy (January 2009)
  o National Disaster Recovery Framework (September 2011)
  o National Incident Management System (December 2008)
  o National Preparedness Goal (September 2011)
  o National Response Framework (January 2008)
― Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
― Presidential Policy Directive 8: National Preparedness (2008)
― Public Law 107-296 The Homeland Security Act of 2002
― Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007)
― Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)
― Public Law 99-499 Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), as amended

Table 1-4   Legal Authorities
State
− Oregon Administrative Rules Chapter 104 Oregon Military Department, Office of Emergency Management
− Oregon Revised Statutes (ORS) 279B.080 Emergency Procurements
− ORS 294.481 Authorization to Receive Grants or Borrow or Expend Moneys to Respond to Public Emergency
− ORS 401 Emergency Management and Services
− ORS 402 Emergency Mutual Assistance Agreements
− ORS 403 Public Safety Communications System
− ORS 404 Search and Rescue
− ORS 431 State and Local Administration and Enforcement of Health Laws
− ORS 433 Disease and Condition Control; Mass Gatherings; Indoor Air
− ORS 476 State Fire Marshal; Protection From Fire Generally
− ORS 477 Fire Protection of Forests and Vegetation
County
− Ordinance 883, Rules for Responding to Emergencies and Approving the Yamhill County Emergency Operations Plan; Repealing Ordinance 759; and Declaring an Emergency, 2013
− Emergency Operations Plan, originally adopted in 2011
− National Incident Management System Adoption, adopted January 20, 2005

1.6.2   Mutual Aid and Intergovernmental Agreements

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

See Appendix E - Agreements and Memorandums of Understanding for a list of existing agreements, once developed.

1.7   Emergency Powers

1.7.1   General

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

■   Diverting funds and resources to emergency operations to meet immediate needs.

■   Authorizing implementation of local emergency plans and implementing extraordinary protective measures.

■   Receiving resources from organizations and individuals initiated through mutual aid and cooperative assistance agreement channels.

■   Providing specific legal protection for actions initiated under emergency conditions.

■   Setting the stage for requesting State and/or federal assistance to augment local resources and capabilities.

■   Raising public awareness and encouraging the community to become involved in protecting its resources.

The County Counsel should review and advise County Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

1.7.2   County Declaration Process

As described in County Ordinance 883, the Board of Commissioners is empowered to assess an emergency or disaster situation and declare an emergency when appropriate.

During a formal declaration, the EOC may be activated on either a partial or full basis, depending on the incident.   If possible, an Initial Damage Assessment will be conducted prior to requesting State or Federal assistance. Particular attention will be given to special needs populations to appropriately allocate resources necessary for providing critical services during an emergency.

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

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

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

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

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

1.7.3   State Assistance

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

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

1.7.4   Federal Assistance

FEMA provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

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

1.8   Continuity of Operations

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

- Ensuring the County's continuous function and operation during an emergency,

- Maintaining clear lines of authority and, when necessary, implementing the approved line of succession and proper delegation of authority.

- Protecting critical facilities, equipment, vital records, and other assets.

- Reducing or mitigating disruptions to operations and essential community services.

- Reducing loss of life, minimizing property damage, and protecting the local economy from significant impacts.

- Achieving a timely and orderly recovery from emergencies and resumption of full services to the public.

1.8.1   Lines of Succession

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

- Vice-Chair of the Board of Commissioners

- Third member of the Board

- County Sheriff

- County Administrator

- Deputy County Administrator

- Director of County Health and Human Services

- Director of Public Works

■ Manager of Information Technology

■ Director of Planning

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

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

1.8.2   Preservation of Vital Records

…section to be developed…

1.9   Administration and Logistics

1.9.1   Request, Allocation, and Distribution of Resources

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

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

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

1.9.1.1   Conflagration

In the case of emergencies involving fires threatening life and structures, the Emergency Conflagration Act (ORS 476.510) can be invoked by the Governor

through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations.

When, in the judgment of the local Fire Chiefs or County Fire Defense Board Chief, an emergency is beyond the control of the local fire suppression resources, including primary mutual aid, the Fire Defense Board Chief shall report the conditions of the emergency to the State Fire Marshal Office and/or request mobilization of support for the responding department/district. After verifying the need for mobilized support, the State Fire Marshal shall, if appropriate, request authorization from the governor to invoke the Emergency Conflagration Act.

The local Fire Chief is responsible for contacting the Fire Defense Board Chief to request that the Conflagration Act be invoked. *See the 2013 Fire Service Mobilization Plan for additional responsibilities.*

The Fire Defense Board Chief is responsible for:

- Notifying the State Fire Marshal via OERS.

- Notifying the County Emergency Manager.

- Providing incident specific information to the Oregon State Fire Marshal Duty Officer or Chief Deputy

- Participating in incident conference call.

Requests for conflagration should be made when a significant threat exists. *See the 2013 Fire Service Mobilization Plan for more information on the decision process.*

1.9.2   Financial Management

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

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

1.9.3   Legal Services

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

- Offering legal services to the Board of Commissioners and key responders for matters related to disasters and recovery operational liability,

- Reviewing related emergency operations plans to determine legal implications for responsible officials,

- Familiarity with federal and state laws and county ordinances pertaining to disasters including but not limited to natural disasters, accidents, civil or political incidents, terrorist or criminal incidents, significant events, and designated special events,

- Maintaining a position in the policy group and serving as a resource to the EOC, keeping abreast of developments in order to consult and advise officials on all legal matters related to disaster and recovery operations,

- Maintaining liaison with the Attorney General of Oregon to obtain additional opinions, when needed,

- Notification to insurance carriers, obtaining and processing insurance materials during emergency situation for recovery and continuance of county operations, and

- Preparation of standby documents such as permits of entry forms, state of emergency declarations, and mutual aid formats.

1.9.4   Liability

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

1.9.5   Reporting and Documentation

…section to be developed in the future…

1.10   Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following a widespread major emergency or disaster.

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

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to maintaining overall response activities required to protect our collective community from significant

impacts to human lives and the economy. Thus, personnel should be provided with the tools necessary to protect themselves and their families while they are providing health and medical services during a pandemic or other type of public health emergency. Provisions for the care and feeding of responders will be the responsibility of the Logistics Section.

During extended operations - those in excess of 24 hours - experience has shown that emergency workers have reasonable concerns about the well-being and safety of their families. To address such concerns, and to the extent possible, a pool of workers shall be assembled and available to:

- Check on the welfare of families of emergency workers,

- Maintain communications with families to ascertain their well-being and/or needs,

- Communicate with families to convey the status of the emergency and the status of their emergency worker family member, and

- Establish a designated emergency telephone number for families to call to gain information.

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

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

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

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2 Situation and Planning Assumptions

2.1 Situation

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

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

2.1.1 Community Profile

2.1.1.1 Geography

…section to be developed in the future…

2.1.1.2 Demographics

…section to be developed in the future (include information on children, if available)…

2.1.1.3 Economy

…section to be developed in the future…

2.1.1.4   Education

…section to be developed in the future…

2.1.1.5   Transportation

…section to be developed in the future…

2.1.1.6   Community Events

…section to be developed in the future…

Figure 2-1   Map of County
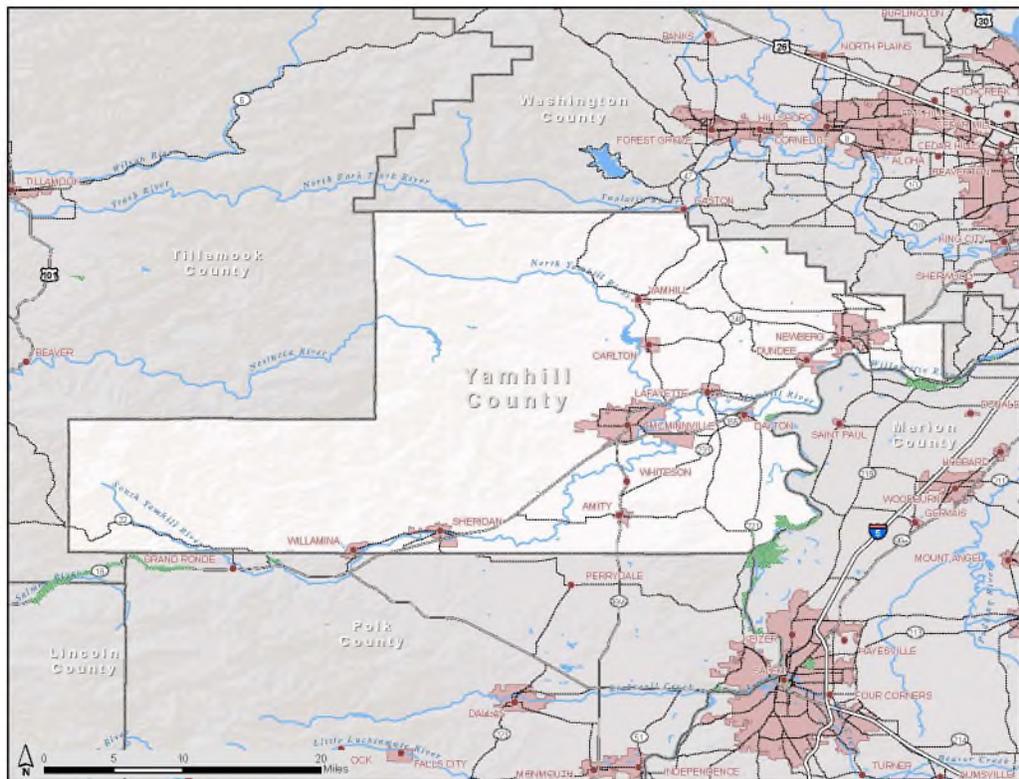
2.1.2   Threat/Hazard Identification

The County may be subject to a variety of natural, technological, and human-caused hazards and threats, as described below:

■   **Natural Hazards**: Result from acts of nature.

■   **Technological Hazards:** Result from accidents or failures of systems and structures.

■   **Human-Caused/Adversarial Threats**: Result from intentional actions of an adversary.

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

Table 2-1 Identified Threats/Hazards		
Natural *Results from acts of nature.*	**Technological** *Results from accidents or failures of systems and structures.*	**Human-Caused / Adversarial Threats** *Result from intentional actions of an adversary*
• Drought • Earthquake • Flood • Landslide/Debris Flow • Wildfire (WUI) • Windstorm • Winter Storm • Tornado	• Communications System Failure (911) • Dam Failure • Hazmat Release (Fixed Facility) • Hazmat Release (Transportation) • Nuclear Accident	• Public Health Emergency/Disease Outbreak • Terrorism (including, but not limited to Bomb, Intentional Biological Agent Release, Intentional Hazardous Materials Release, Active Shooter,) • Pandemic Influenza • Transportation Accident

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

2.1.3 Hazard Analysis

The Hazard Analysis identifies the relative risk posed to the County by each of the hazards and threats described above, in order to ensure that high priority hazards are addressed in the County's hazard mitigation planning, emergency response, and recovery procedures. Each natural and technological/human-caused hazard is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each hazard as a singular event.

Table 2-2 County Hazard Analysis Matrix					
Hazard	**Rating Criteria with Weight Factors**				**Total Score**
	History[1] (WF=2)	**Vulnerability[2] (WF=5)**	**Max Threat[3] (WF=10)**	**Probability[4] (WF=7)**	
Score for each rating criteria = Rating Factor (High = 8–10 points; Medium = 4–7 points; Low = 1–3 points) x Weight Factor (WF)					
Pandemic Influenza	16	50	100	70	**236**
Earthquake – Cascadia	2	45	100	56	**203**
Winter Storm	18	40	80	56	**194**
Flood – Riverine	18	40	50	63	**171**
Windstorm	18	25	70	56	**169**
Communications System Failure (9110	16	15	70	63	**164**
Cyber Terrorism	2	25	80	56	**163**
Earthquake – Crustal	8	7	70	49	**162**
Hazmat Release – Transportation	8	20	90	42	**160**
Intentional Chemical Release	2	20	100	28	**150**
Drought	8	25	80	35	**148**
Wildfire	8	10	70	56	**144**
Public Health Emergency/ Disease Outbreak	20	10	40	70	**140**
Landslide/Debris Flow	16	30	30	56	**132**
Intentional Biological Agent Release	4	15	70	42	**131**
Hazmat Release – Fixed Facility	6	15	30	70	**121**
Transportation Hazards	8	20	50	28	**106**
Improvised Explosive Device (e.g., pipe bomb)	6	5	30	56	**97**
Urban Interface Fire	6	10	40	35	**91**
Dam Failure	2	15	30	21	**68**
Nuclear Accident	2	5	20	35	**62**
Tornado	2	5	10	28	**45**

Table 2-2	**County Hazard Analysis Matrix**				
	Rating Criteria with Weight Factors				
Hazard	**History[1] (WF=2)**	**Vulnerability[2] (WF=5)**	**Max Threat[3] (WF=10)**	**Probability[4] (WF=7)**	**Total Score**
Score for each rating criteria = Rating Factor (High = 8–10 points; Medium = 4–7 points; Low = 1–3 points) 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; medium = 2–3 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 the average occurrence of a hazard. Weight Factor is 5. Rating factors: high = more than 10% affected; medium = 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; medium = 5%–25% could be affected; low = less than 5% could be affected.

4. Probability addresses the likelihood of a future hazard occurrence within a specified period of time. Weight Factor is 7. Rating factors: high = one incident likely within a 10–35 year period; medium = one incident likely within a 35–70 year period; low = one incident likely within a 75–100 year period.

2.1.4   Capability Assessment

The County Emergency Manager is responsible for completing an annual community capability assessment as part of the statewide effort to systematically approach evaluating the County's emergency plan and actual capability to respond to hazards. Input is documented from key stakeholder departments.

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

Figure 2-2   Core Capabilities List
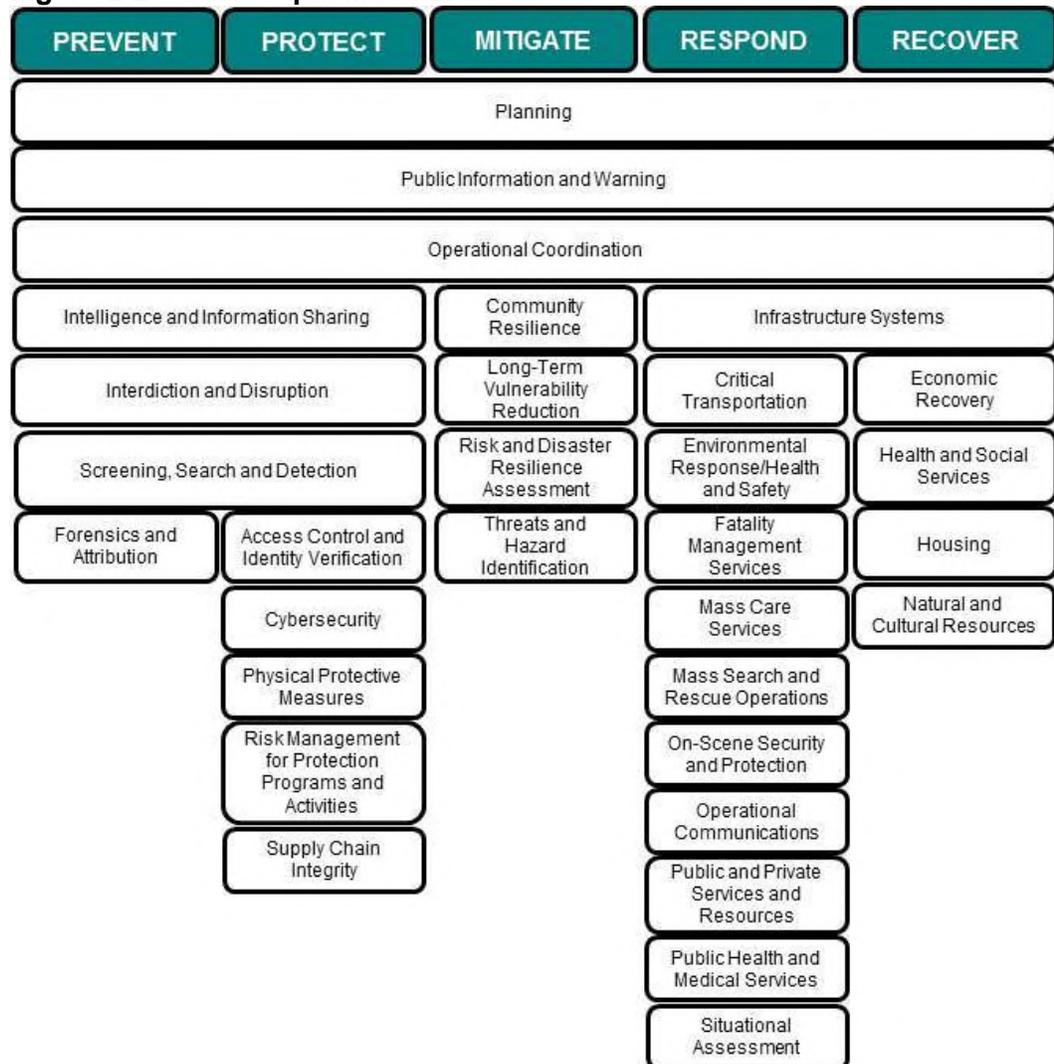
2.1.5   Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that help ensure the security, health, and economic vitality of the County. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation, disruption to which could significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

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

■   Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.

- Government facilities, such as departments, agencies, and administrative offices.

- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.

- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.

- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.

- Communications and cyber systems, assets and networks such as secure County servers and fiber optic communications lines.

2.2 Assumptions

Assumptions that guide the EOP include the following:

- Some incidents will occur with enough warning that appropriate notification can be issued to ensure the appropriate level of preparation, while other incidents will occur with no advance warning.

- Essential county services will be maintained as long as conditions permit.

- The county may be unable to satisfy all emergency resource requests.

- Emergencies will require prompt and effective response and recovery operations by both public and private sector organizations.

- All emergency response staffs are trained to function within the established parameters of the NIMS/ICS as outlined by the US Department of Homeland Security in 2004, and required by Presidential Directives HSPD 5 and 8.

- Environmental, technological, and civil emergencies may be of such magnitude and severity that State and Federal assistance is required.

- State support of County emergency operations will be based on the principal of self-help. The County will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the State.

■   An epidemic or pandemic caused by natural means or by human design could have catastrophic effects on the human and animal population.

■   Assistance from outside the county will eventually be available, but Yamhill County should be able to respond to a disaster on an independent, short-term basis.

■   Individuals should train and be prepared to respond to local incidents when County resources are fully committed in a disaster.

■   With the potential for shortages of time, space, equipment, supplies, and personnel during and immediately following a catastrophic disaster, self-sufficiency will be necessary for the first several hours or even days.

■   County population can increase dramatically throughout the year, reflecting an influx of tourists, seasonal residents, daily visitors, and recreation enthusiasts. Local emergency planning efforts focus on accommodating residents. Significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.

■   Parts or all of Yamhill County may be affected by environmental and technological emergencies within or near county lines.

■   The United States Department of Homeland Security assesses threat conditions across the United States and identifies possible targets. A major power or country posturing for a nuclear attack would generally be recognized by a buildup of international tension prior to a crisis situation, allowing time for preparation.

■   A terrorist-related incident or attack may occur without warning. In such a case, Yamhill County could be subjected to radioactive contamination or other WMD impacts. In accordance with national nuclear civil protection policy, two options have been developed to counteract this type of threat: Population Protection including Shelter In-Place (SIP) programs.

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

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

- Familiar with established plans, policies, and procedures,

- Provided with mobilization and assembly instructions, and

- Formally trained in their duties, roles, and responsibilities required during emergency operations.

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3 Roles and Responsibilities

3.1 General

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

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

3.2 County Government

County Emergency Management functions during normal, non-emergency times as a direct report to the Yamhill County Administrator and in an emergency situation as a Direct Report Department to the Board of Commissioners. The Board is responsible for emergency services within Yamhill County as specified in ORS 401 and Yamhill County Ordinance 883. County Emergency Management provides the nucleus for emergency operations by managing the EOC, liaising with Local, Regional, State, and Federal agencies and coordinating information and resources to support roles and responsibilities assigned by this plan. During an emergency, functions and tasks that typically require coordination by the County government include, but are not limited to:

- Activation of the County Emergency Operations Center,

- Declaration of Emergency and/or Disaster,

- Search and Rescue (SAR),

- Emergency medical triage, treatment and transportation,

- Disaster reporting,

- Transportation of victims and displaced persons,

- Shelter of displaced persons and/or evacuees,

- Accountability for dead, injured and missing,

- Repair and recovery of essential community services,

- Collaboration with Critical Infrastructure entities,

- Dissemination and management of public information and emergency instructions,

- Integration of Local, Regional, State, and Federal assets and personnel,

- Care and feeding of responders,

- Community citizens, and

- Welfare checks on responder families.

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

- Assign personnel to local and/or County EOCs,

- Notify department personnel and implement established call-down procedures to contact key stakeholders and essential staff,

- Establish ICS,

- Provide training to key personnel and emergency response staff,

- Activate department/county COOP as necessary,

- Protect vital records, materials, facilities and services, and

- Provide information and instructions to personnel regarding self-protection by minimizing exposure resulting from particular hazards associated with the emergency.

3.3   Emergency Management Organization

For the purposes of this plan, the County's emergency management structure will be referred to generally as the County EMO.   Roles and responsibilities of individual staff and agencies are described throughout this plan to further clarify the County's emergency management structure.

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

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

The organizational structure for the County's emergency management program follows ICS and is scalable, varying upon the location, size, and impact of the incident.

3.3.1   Policy Group

For emergency situations requiring the activation of the county EOC, there will be employed a County Policy Group. The County Emergency Manager or designee will be the advisor/liaison to this body. This group is to be comprised of one individual from each of the following:

- Board of Commissioners,

- Sheriff's Office,

- County Administrator,

- Public Works, as needed

- Public Health, as needed

- Fire Defense Board, as needed

- Information Technology, as needed

- Other county department heads as required, and/or

- Elected leaders of impacted jurisdictions within Yamhill County.

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

Key general responsibilities include:

■ Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.

■ Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.

■ Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.

■ Understanding and implementing laws and regulations that support emergency management and response.

■ Ensuring that local emergency plans take into account the needs of:

● The jurisdiction, including persons, property, and structures

● Vulnerable populations, including unaccompanied children and those with service animals

● Individuals with household pets

■ Leading and encouraging all citizens (including vulnerable populations) to take preparedness actions.

■ Encouraging residents to participate in volunteer organizations and training courses.

3.3.1.1   Board of Commissioners

The ultimate responsibility for policy, budget, and political direction for the County government is borne by the Board of Commissioners. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the Board of Commissioners will provide elected liaison with the community and other

jurisdictions. In the event that declaration of emergency is needed, the Chair will initiate and terminate the state of emergency through a Board Order or Resolution by the Board of Commissioners.

General responsibilities of the Board of Commissioners include:

■ Establishing emergency management authority by County resolution.

■ Adopting an EOP and other emergency management–related resolutions.

■ Declaring a state of emergency and providing support to the on-scene Incident Commander in requesting assistance through the County.

■ Acting as liaison to the community during activation of the EOC.

■ Acting on emergency funding needs.

3.3.1.2   County Administrator

The County Administrator is responsible for continuity of government, overall direction of County Administrator emergency operations, and dissemination of public information, including the following tasks:

■ Ensuring that all County Administrator departments develop, maintain, and exercise their respective service annexes to this plan.

■ Supporting the overall preparedness program in terms of its budgetary and organizational requirements.

■ Implementing the policies and decisions of the governing body.

■ Ensuring that plans are in place to protect and preserve County records.

3.3.1.3   Emergency Manager

The Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Manager works with the Policy Group to ensure that there are unified objectives with regard to the County's emergency plans and activities, including coordinating all aspects of the County's capabilities. The Emergency Manager coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Manager is responsible for:

■ Serving as staff advisor to the Board of Commissioners and County Administrator for emergency matters.

■ Coordinating the planning and general preparedness activities of the government and maintenance of this plan.

■ Analyzing the emergency skills required and arranging the training necessary to provide those skills.

■ Preparing and maintaining a resource inventory (including call-down lists).

■ Ensuring the operational capability of the County EOC.

■ Activating the County EOC.

■ Keeping the governing body apprised of the County's preparedness status and anticipated needs.

■ Serving as day-to-day liaison between the County and OEM.

■ Maintaining liaison with organized emergency volunteer groups and private agencies.

3.3.2   Responsibilities of All Departments

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

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, the majority of County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

All County departments are responsible for:

■ Supporting EOC operations to ensure that the County is providing for the safety and protection of the citizens it serves.

■ Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department.

■ Developing alert and notification procedures for department personnel.

■ Developing guidelines to implement assigned duties specified by this plan.

■ Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.

■ Ensuring that vehicles and other equipment are equipped and ready, in accordance with standard SOPs.

■ Notifying the Emergency Manager of resource shortfalls.

■ Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments.

■ Assigning personnel to the EOC, as charged by this plan.

■ Developing and implementing procedures for protecting vital records, materials, and facilities.

■ Promoting family preparedness among employees.

■ Ensuring that staff complete required training (including required NIMS and ICS training).

■ Dedicating staff time for participation in training exercises.

■ Preparing and maintaining supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

3.3.3   Responsibilities of Employees

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

Task assignments for major emergency response operations are primarily an extension of services that are provided on a daily basis by the departments and agencies listed above. The task assignment list found on the following pages

should not be considered all-inclusive but does cover most foreseeable major emergency operations and is generally consistent with the State and Federal/national response plans. Additional detailed information is available in the Functional and Incident Annexes.

3.3.4   Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a key element. These agencies include fire departments/districts, law enforcement, emergency medical service (EMS) providers, and public health, environmental health, and public works departments.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

- **Primary Agencies**

  - Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function, and will coordinate with supporting agencies.

- **Supporting Agency(s)**

  - Identify agencies with substantial support roles during major incidents.

- **Community Partners**

  - Identified within this plan as 'Tasked Agencies' based upon one or more of the following criteria: the organization's self-defined mission (e.g. disaster relief non-profit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

  - *See individual ESFs for a list of Community Partners related to the following functions.*

3.3.4.1   Transportation

Primary Agencies: Public Works
Supporting Agencies: Sheriff's Office, County Emergency Management

Transportation-related responsibilities include:

- Monitoring and reporting the status of and any damage to the County's transportation system and infrastructure.

■ Identifying temporary alternative transportation solutions that can be implemented by others when County systems or infrastructure are damaged, unavailable, or overwhelmed.

■ Coordinating the restoration and recovery of County transportation systems and infrastructure.

■ Coordinating support of emergency operations activities among transportation stakeholders within the County's authorities and resources limitations.

See ESF 1 – Transportation for more details.

3.3.4.2   Communications Services

Alert and Warning

Primary Agencies: YCOM, Newberg 911
Supporting Agencies: County Emergency Management, Sheriff's Office

Responsibilities related to alert and warning include:

■ Monitoring emergency communications networks.

■ Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Incident Commander, or PIO.

■ Receiving and disseminating warning information to the public and key County Officials.

■ Implementing the National Warning and Alert System (NAWAS).

The Yamhill County EMO is responsible for further distribution to county agencies once notified by the 9-1-1 center and ensuring that the necessary flow of information is occurring throughout the County.

Communication Systems

Primary Agencies: County Emergency Management
Supporting Agencies: Information Technology, Sheriff's Office, YCARES, Public Works Department

Communication-related responsibilities include:

■ Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

■ Identifying a communications system that is capable of reaching all areas of the County so that emergency communications may be maintained among all levels of government during a disaster response.

■ Coordinating the use of all public and private communication systems necessary during emergencies.

■ Managing and coordinating all emergency communication operations within the EOC, including staffing, once activated.

■ Ensuring an ARES (Amateur Radio Emergency Services) presence in the EOC.

■ Developing a county communications plan.

■ The development and maintenance of an EAS plan and providing a communications capability to the primary EAS Station.

See ESF 2 – Communications for more details.

3.3.4.3   Public Works

Primary Agencies: Public Works Department
Supporting Agencies: Sheriff's Office, County Emergency Management

Responsibilities related to public works include:

■ Conducting pre-incident and post-incident assessments of public works and infrastructure.

■ Coordinating repair of damaged public infrastructure and critical facilities.

■ Coordinating repair and restoration of the County's critical infrastructure.

■ Coordinating disaster debris management activities.

■ Inspection of bridges for structural damage immediately following the occurrence of a natural disaster (earthquake, flood, etc).

■ Barricade of hazardous areas.

■ Clearing of debris and coordination of temporary repairs of critical arterial routes and bridges.

■ Identification and maintenance of Emergency Transportation Routes.

■ Clearly defined detour routes for known problem areas and critical structures in the county.

■ Support of police and fire rescue efforts with traffic control measures.

■ Assistance with transportation resources for evacuations if necessary.

- Coordination of restoration of public facilities, roads, and bridges.

- Assistance to General Services in the acquisition and deployment of private resources.

- Assistance to General Services in the transport of supplies and equipment.

- Assistance to Community Development/Environmental Health Division with emergency waste disposal and sanitation, as necessary.

- Designation of a department coordinator/liaison to participate in all phases of the County's EMO, incident management team and policy group when necessary or as requested.

See ESF 3 – Public Works for more details.

3.3.4.4   Fire Services

Primary Agencies: Fire Defense Board
Supporting Agencies: County Emergency Management

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

- Coordination of all emergency fire services and activities for fire prevention and suppression.

- Oversight of the delivery of emergency medical services (EMS) by ambulance service providers.

- Inspection of damaged area for fire hazards.

- Containment of hazardous materials spills and clean-up,

- Inspection of shelters for fire hazards,

- Dissemination of timely and appropriate warnings as necessary in all major emergency and disaster situations and assistance in evacuation,

- Assistance in rescue operations, traffic control, and evacuation procedures, if not otherwise engaged in fire related activities,

- Designation of a coordinator/liaison to participate in all phases of the County emergency management program, when necessary, or as requested.

■ Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.

■ Performing life-safety inspections and recommendations for activated emergency shelters.

See ESF 4 – Firefighting for more details.

3.3.4.5   Information and Planning

Primary Agencies: County Emergency Management
Supporting Agencies: Health & Human Services, Administration, Finance, Planning, Public Works, Facilities, Sheriff's Office, Assessor's Office, County Clerk's Office, District Attorney and Court, Information Technology, Human Resources

The Emergency Manager is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. County departments will be requested to designate personnel who can be made available to be trained by the County Emergency Management and to work in the EOC during an emergency. Other departments may be requested to provide assistance in an emergency.

The following tasks are necessary for the County to activate and utilize its EOC to support and coordinate response operations during an emergency:

■ Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.

■ Maintaining contact with neighboring jurisdictions.

■ Maintaining the EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition.

■ Requesting department representatives (by title) to report to the EOC and developing procedures for crisis training.

■ Ensuring that EOC personnel operate in accordance with ICS.

■ Ensuring accurate record keeping.

■ Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control and ESF 5 – Information and Planning for more details.

3.3.4.6   Mass Care

Primary Agencies: Health and Human Services Department, County Emergency
Management

Supporting Agencies: American Red Cross, CERT, other disaster relief
organizations

The County Health and Human Services Department is responsible for ensuring
that the mass care needs of the affected population are met, including sheltering,
feeding, providing first aid, and reuniting families. Responsibilities related to
mass care include:

- Maintaining and implementing procedures for care and shelter of
  displaced citizens.

- Maintaining and implementing procedures for the care and shelter of
  animals in an emergency.

- Coordinating support with other County departments, relief agencies,
  and volunteer groups.

- Designating a coordinator/liaison to participate in all phases of the
  County emergency management program, when necessary or as
  requested.

- Providing emergency counseling for disaster victims and emergency
  response personnel suffering from behavioral and emotional
  disturbances.

- Coordinating with faith-based organizations and other volunteer
  agencies.

- Identifying emergency feeding sites (coordinating with non-
  governmental organizations such as, but not limited to, the Red Cross
  and Salvation Army).

- Identifying sources of clothing for disaster victims (may coordinate
  with the Red Cross, Salvation Army, or other disaster relief
  organizations).

- Securing sources of emergency food supplies (may coordinate with the
  Red Cross, Salvation Army, or other disaster relief organizations).

- Coordinating operation of shelter facilities operated by the County,
  local volunteers, or organized disaster relief agencies such as the Red
  Cross.

- Coordinating special care requirements for sheltered groups such as
  unaccompanied children and the elderly.

See ESF 6 – Mass Care and ESF 17 – Agriculture and Animal Protection for more details.

3.3.4.7   Resource Support

Primary Agencies: Board of Commissioners, County Emergency Management (non-medical resources), Health and Human Services Department (medical resources, vaccines)

Supporting Agencies: Sheriff's Office, Finance Department, Human Resources Department

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

- Establish procedures for accessing emergency resources and supplies for disaster operations.

- Establish and maintain a personnel reserve and coordinate deployment of reserve personnel to county or city departments requiring augmentation.

- Establish emergency purchasing procedures and/or a disaster contingency fund.

- Maintain records of emergency-related expenditures for purchases and personnel.

- Maintain disaster cost assessment with the aid of the County Assessor and other department heads.

- Maintain records of emergency-related expenditures for purchases and personnel and maintain disaster cost assessment with the aid of the County Assessor and other department heads.

See ESF 7 –Resource Support for more details.

3.3.4.8   Health and Medical

Health Services

Primary Agencies: Health and Human Services Department
Supporting Agencies: Office of Emergency Management, YCOM

The Yamhill County Public Health Manager is responsible for coordinating public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters and/or widespread outbreak. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. The Health and Human Services Director, acting in his/her assigned role as the appointed local public health administrator, serves as department representative to the county emergency management organization and policy group. Relevant operations are detailed in ESF 6 – Mass Care and ESF 8 – Health and Medical. General responsibilities of Yamhill County Public Health include:

Responsibilities related to public health include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provisions of public health, medical and behavioral health services, including making provisions for populations with access and functional needs.

- Coordinating public health epidemiological surveillance.

- Coordinating mass prophylaxis and delivery and distribution set-up of the Medical Countermeasure and Dispensing Plan of local resources and the Strategic National Stockpile.

- Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposition of the dead.

- Coordinating isolation and/or quarantine actions with local law enforcement and courts, as needed and permitted.

- Coordinating dissemination of public health information including hygiene, disease prevention and control, and other public-health related matters.

- Through HHS, assist and support emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances.

- Designation of a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

■ Provide recommendation for disease control activities.

■ Coordination of disease investigations as appropriate.

See ESF 8 –Health and Medical for more details.

Medical Services

Primary Agencies: Fire Departments/Districts
Supporting Agencies: Local hospitals and clinics

EMS-related responsibilities include:

■ Providing emergency medical care and transport.

■ Coordinating EMS resources.

■ Requesting additional EMS assets as necessary.

See ESF 8 –Health and Medical for more details.

3.3.4.9   Search and Rescue

Primary Agencies: Sheriff's Office
Supporting Agencies: County Emergency Management, Search and Rescue
      Team

Responsibilities related to search and rescue include:

■ Coordinating available resources to search for and rescue persons lost outdoors.

■ Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.

■ Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.

■ Establishing and monitoring training standards for certification of search and rescue personnel.

See ESF 9 – Search and Rescue for more details.

3.3.4.10 Hazardous Materials Response

Hazardous Materials Response

Primary Agencies: Oregon State Fire Marshal Regional Hazardous Materials
Team No. 9, Local Fire Districts/Departments
Supporting Agencies: County Emergency Management, Public Works
Department, Public Health, Local Law Enforcement

Responsibilities related to hazardous materials include:

■ Conducting oil and hazardous materials response (chemical, biological, etc.).

■ Providing remote consultation, as needed.

■ Assessing the potential health effects of a hazardous materials release.

■ Identifying the needs for hazardous materials incident support from regional and State agencies.

■ Recommending protective actions related to hazardous materials.

■ Conducting environmental short- and long-term cleanup.

Radiological Protection

Primary Agencies: Oregon Health Authority, Radiation Protection Services
Supporting Agencies: Oregon State Fire Marshal Regional Hazardous Materials
Team No. 9

Responsibilities related to radiological protection include:

■ Providing localized radiological monitoring and reporting network, when necessary.

■ Securing initial and refresher training for instructors and monitors.

■ Providing input to the Statewide monitoring and reporting system from incident scenes, as necessary.

■ Under fallout conditions, providing County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government.

■ Providing monitoring services and advice at the scenes of accidents involving radioactive materials.

See ESF 10 –Hazardous Materials for more details.

3.3.4.11 Food and Water

Primary Agencies: County Emergency Management
Supporting Agencies: Health and Human Services Department, local community
  organizations, such as but not limited to, Yamhill Community Action
  Partnership (YCAP)

Responsibilities related to food and water include:

- Assessing of food and water needs for the community.

- Identifying food and water resources.

- Storing of food and water resources.

- Monitoring the collection and sorting of all food and water supplies
  and establishing procedures to ensure that they are safe for
  consumption.

- Coordinating transportation of food and water resources to the
  community.

See ESF 11 – Food and Water for more details.

3.3.4.12 Energy

Primary Agencies: County Emergency Management
Supporting Agencies: Public Works Department

Responsibilities related to energy include:

- Coordinating with local utilities to restore and repair damaged
  infrastructure and accompanying systems.

- Coordinating with local utilities to reduce the risk of physical or cyber-
  attack on lifeline utility systems.

- Coordinating temporary emergency power generation capabilities to
  support critical facilities until permanent restoration is accomplished.
  Critical facilities may include primary and alternate EOCs, hospitals/
  critical care facilities, designated shelters, government offices/
  facilities, water/sewage systems, and other essential community
  services.

See ESF 12 – Energy for more details.

3.3.4.13 Military Support

Primary Agencies: Sheriff's Office, Oregon National Guard
Supporting Agencies: County Emergency Management

Responsibilities related to military support include:

■ Working with the Oregon Military Department when it is necessary for them to:

● Coordinate, employ and control Oregon National Guard forces and military resources in order to assist civil authorities with the protection of life and property, and to maintain peace, order and public safety.

● Mobilize and stage personnel and equipment to restore/preserve law and order and provide support to other ESFs respectively as directed by the State ECC and within Oregon National Guard capabilities.

● Coordinate with the active federal military to ensure mutual support during federal disaster relief operations.

See ESF 13 –Military Support for more information.

3.3.4.14 Public Information

Primary Agencies: County Emergency Management
Supporting Agencies: Sheriff's Office, Public Health

Responsibilities related to public information include:

■ Coordination with regional PIOs in Joint Information System (JIS) and Joint Information Center (JIC) operations and functions.

■ Liaison with state and federal information officers.

■ Compiling and preparing emergency information for the public in case of emergency.

■ Coordinating with other agencies to ensure consistency of education and emergency information.

■ Arranging for media representatives to receive regular briefings on the County's status during extended emergency situations.

■ Securing printed and photographic documentation of the disaster situation.

■ Handling unscheduled inquiries from the media and the public.

- Being aware of non-English-speaking and/or bilingual population centers within the County and preparing training and news releases accordingly.

- Monitoring the media and correcting misinformation.

- Overseeing and providing information to call-takers who receive requests for assistance from the public.

- Conducting ongoing public education programs, including hazard awareness and preparedness.

See ESF 14 – Public Information for more details.

3.3.4.15 Volunteer and Donations Management

Primary Agencies: County Emergency Management
Supporting Agencies: Sheriff's Office, Public Health, Volunteer Resources Unit (VRU), Yamhill County Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), and Volunteers in Police Service (VIPS), and local community organizations

Responsibilities related to volunteer and donations management include:

- Coordinating the identification and vetting of volunteer resources.

- Matching volunteer resources and donations with the unmet needs of the community.

- Maintaining a donations management system to ensure the effective utilization of donated cash, goods, and services.

- Providing guidance to personnel coordinating the management of undesignated cash donations, unsolicited goods, and emergent volunteers.

- Directing unaffiliated volunteers to and coordinating with government-sponsored/organized volunteer organizations such as Community Emergency Response Team (CERTs), Red Cross, Fire Corps, and/or Medical Reserve Corps, Volunteers in Police Services, and volunteers associated with the faith-based community in completing their assigned tasks.

See ESF 15 – Volunteer and Donations Management for more details.

3.3.4.16 Law Enforcement Services

Primary Agencies: Sheriff's Office
Supporting Agencies: Board of Commissioners

Responsibilities related to law enforcement include:

■ Protecting life and property and preserving order.

■ Providing law enforcement and criminal investigation.

■ Providing traffic control, crowd control, and on scene site security and protection.

■ Isolating damaged areas.

■ Providing damage reconnaissance and reporting.

■ Evacuation of affected populations, including prisoners, when required.

■ Recruitment, dispatch, and training of sufficient numbers of volunteers to ensure adequate labor forces within the law enforcement agency during emergency conditions.

■ Designation of an office coordinator/liaison to participate in all phases of the county's emergency management program, when necessary, or as requested.

See ESF 16 – Law Enforcement for more information.

3.3.4.17 Agriculture and Animal Protection

Primary Agencies: County Extension Office, USDA, County Emergency Board
Supporting Agencies: County Emergency Management, Sheriff's Office, Public Works

Responsibilities related to agriculture and animal protection include:

■ Conducting animal and plant disease and pest response.

■ Coordinating animal/veterinary/wildlife response during a disaster including:

  ● Capturing/rescuing animals that have escaped confinement or been displaced from their natural habitat.

  ● Providing emergency care to injured animals.

  ● Providing humane care, handling, and sheltering to animals (including service animals, pets, and livestock).

■ Protecting the State's natural resources from the impacts of a disaster.

See ESF 17 – Agriculture and Animal Protection for more details.

3.3.4.18 Business and Industry

Primary Agencies: Board of Commissioners, Administrations
Supporting Agencies: Emergency Management

Responsibilities related to business and industry include:

- Coordinating with business and industry partners to facilitate private sector support to response and recovery operations.

- Identifying short-term recovery assistance to business and industry partners.

- Facilitating communication between business and industry partners and the local, tribal, and state emergency management organizations.

- Providing economic damage assessments for impacted areas.

See ESF 18 – Business and Industry for more details.

3.3.4.19 Recovery

Primary Agencies: County Emergency Management, Planning and Development, Assessor's Office
Supporting Agencies: Board of Commissioners, Finance, Public Works

Recovery-related responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.

- Participating with State partners to conduct damage assessments; identifying and facilitating availability and use of recovery funding.

- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.

- Coordinating logistics management and resource support, providing assistance as needed.

- Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the County.

- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds.

See SA 1 – Long-Term Community Recovery for more details.

3.3.4.20 Evacuation and Population Protection

Primary County Agencies: Sheriff's Office
Supporting County Agencies: Emergency Management

Responsibilities related to evacuation and population protection include:

- Defining responsibilities of County departments and private sector groups.

- Identifying high-hazard areas and corresponding numbers of potential evacuees.

- Determine whether or not to invoke the involuntary evacuation provisions.

- Control, limit or prohibit the re-entry of evacuees.

- Coordinating evacuation planning to include:

    ● Movement control

    ● Health and medical requirements

    ● Transportation needs

    ● Emergency Public Information materials

    ● Shelter and Reception locations

- Developing procedures for sheltering in place.

- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.

- Providing guidance on commuting arrangements for essential workers during the evacuation period.

- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.

- Conducting evacuation in accordance with County policy.

- If an evacuation is instituted, notifying the Red Cross (1-888-680-1455).

3.3.4.21 Damage Assessment

Primary Agencies: Planning Department
Supporting Agencies: Building Official, Assessor's Office

The Yamhill County Planning Department is responsible for ensuring that buildings in the county are compliant with current codes and safe to occupy. In

addition, this department has other important tasks to accomplish in both the response and recovery phases of an incident.

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

Responsibilities related to damage assessment include:

■ Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.

■ Training and providing damage plotting team members to the EOC.

■ Developing systems for reporting and compiling information regarding deaths, injuries, and estimated dollar value of damage to tax-supported facilities first, and then to private property.

■ Assisting in determining the geographic extent of a damaged area.

■ Compile estimates of damage for use by County or city officials in requesting disaster assistance,

■ Evaluating the effect of damage on the County economic index, tax base, bond ratings, insurance ratings, etc., for use in long range recovery planning.

■ Supervise activities in conjunction with Yamhill County Public Health of all emergency environmental health services related to damage assessment.

■ Coordinate emergency building inspections of county owned and/or leased facilities.

3.3.4.22 Other Agency Responsibilities

County department and agency heads not assigned a specific function in this plan will be prepared to make their resources (including personnel) available for emergency duty at the direction of the County Administrator, or designee, including but not limited to:

■ **District Attorney** – The Yamhill County District Attorney acts as the Chief Prosecutor in the County. The District Attorney or his designee may serve on the EMO, incident management teams, and Policy Group. General responsibilities include:

- Exercise statutory authority and provide support to the Sheriff's Office, or other law enforcement agencies as the needs of the incident dictate.

- Collaborate with the courts and law enforcement agencies to determine emergency arrest, arraignment and release policies.

- Assure legal requirements for due processes are met for the duration of the incident.

- Collaborate with Medical Examiner and Law Enforcement to manage death investigations and authorize release of remains.

■ **Geographic Information Services (GIS) -** GIS services for the County are contracted on an as needed basis. Services that may be contracted during an emergency may include:

- Map creation - hard copy and digital maps for damage assessment use and planning needs.

- Data analysis – e.g., high waters trends, patterns, buffers, predictions, and models.

- Routing - Determination of fastest routes and alternative routes for evacuation.

- Geocoding of disaster events, reported damage, potential threatened geographical areas, mass casualties, etc.

- Geocoding all volunteer resources.

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

- Installation and maintenance of EOC computers and network support.

- Maintenance of VOIP phone system.

- Maintenance of all hardware, vendor software.

- Application software required by departments to effectively use and maintain their data.

■ **Risk Management** – The County Administrator or designee will be responsible for the coordination of risk management for the County EMO. The incumbent will:

- Participate in the review of the basic and related EOPs to avoid liability incidents when an emergency situation occurs.

● Maintain a close advisory status with the Policy Group and resource management activity during a disaster response.

● Participate in the assessment of hazardous or unsafe situations and assist in developing measures for ensuring the safety of disaster response personnel.

Other County department and agency heads not assigned a specific function in this plan will be prepared to make their resources (to include personnel) available for emergency duty at the direction of the County Administrator. As there may be disaster situations that will require the services of all county employees, many would assist in the public safety response effort and may be required to work outside the scope of their day-to-day duties or responsibilities.

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

■ Yamhill County Circuit Court

■ Volunteer services and faith-based organizations

■ School districts

■ Damage and assessment services

■ Financial and administrative services

■ Media partners and public information network

■ Community Emergency Response Teams (CERT)

■ Amateur Radio Emergency Services (ARES)

■ Private sector partners, including railroads, energy/utility companies, and environmental clean-up contractors

3.3 Local and Regional Response Partners

The County's emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the private sector.

3.3.1 Incorporated Cities

The chief executives (e.g., City Administrators, City Managers) of incorporated cities within the County are responsible for the direction and control of their local resources during emergencies, including requesting additional resources not covered under mutual aid for emergency operations. If the county EOC has been activated, even on a partial basis, it is recommended that all resource and supply requests be directed to the Logistics Section of the EOC, including any requests

for a county or state declaration of emergency or presidential disaster declaration. In the event of formation of a Unified Command (UC) Structure, direction and control of all resources is assigned to the UC.

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

Incorporated cities within Yamhill County include: Amity, Carlton, Dayton, Dundee, Lafayette, McMinnville, Newberg, Sheridan, Willamina (with a small portion in Polk County), and Yamhill.

3.3.2   Regional Partners

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

See individual ESFs for details on detailed roles and responsibilities for regional response partners.

3.3.3   Special Service Districts

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

3.3.4   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 County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- ■ Planning for the protection of employees, infrastructure, and facilities.

- ■ Planning for the protection of information and the continuity of business operations.

■ Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.

■ Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.

■ Developing and exercising emergency plans before an incident occurs.

■ Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.

■ Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.5   Nongovernmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the County, nongovernmental/faith-based organizations such as the Red Cross may provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental and faith-based organizations in an emergency may include:

■ Training and managing volunteer resources.

■ Identifying shelter locations and needed supplies.

■ Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.

■ Identifying those whose needs have not been met and helping to coordinate assistance.

3.3.6   Individuals and Households

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

■ Reducing hazards in their homes.

■ Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.

■ Monitoring emergency communications carefully.

■ Volunteering with established organizations.

■ Enrolling in emergency response training courses (e.g., CERT).

■ Encouraging children to participate in preparedness activities.

3.4   State Response Partners

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

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

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

3.5   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.

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

Table 3-1   Primary and Support Agencies by Function

Related County Annexes	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works	ESF 4 Firefighting	ESF 5 Information and Planning	ESF 6 Mass Care	ESF 7 Resource Support	ESF 8 Health and Medical	ESF 9 Search and Rescue	ESF 10 Hazardous Materials	ESF 11 Food and Water	ESF 12 Energy	ESF 13 Military Support	ESF 14 Public Information	ESF 15 Volunteer and Donations Management	ESF 16 Law Enforcement	ESF 17 Agriculture and Animal Protection	ESF 18 Business and Industry
Key: P – Primary S – Support C – Community Partner																		
County																		
Administration					S													S
Assessment and Taxation					S													
Board of Commissioners					S		S											P
Commission/Children & Families						S												
County Clerk/Elections					S													
County Counsel					S													
District Attorney					S											S		
Dog Control																	S	
Extension Service																	P	
Facilities	S				S	S	S									S		
Fairgrounds						S										S		
Finance					S		S											
Fire Defense Board /Local Fire Agencies				P	S			P	S	P								
Health & Human Services					S	P	S	P			S	S			S	S		
Human Resources					S		S											
Information Technology/Telecom		P			S					S								
Law Library																		
Office of Emergency Management	S	S	S		P	S	P	S	S		P	P	P	P	S	S	S	S

Table 3-1 Primary and Support Agencies by Function	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18
Related County Annexes Key: P – Primary, S – Support, C – Community Partner	Transportation	Communications	Public Works	Firefighting	Information and Planning	Mass Care	Resource Support	Health and Medical	Search and Rescue	Hazardous Materials	Food and Water	Energy	Military Support	Public Information	Volunteer and Donations Management	Law Enforcement	Agriculture and Animal Protection	Business and Industry
Planning					S													
Public Works/Roads	P	S	P		S		S			S	S			S				
Sheriff's Office	S	S			S		S		P	S			S	S	S	P	S	
Tele-communications		P			S													
Special Districts																		
YCOM/Newberg 911 (PSAPs)		P						S										
Yamhill Transit Area	S																	
Other Organizations (Private and/or Non-Profit)																		
Geographical Information Services (Contracted Services)					S				S									
Community Emergency Response Team															**S**			
Yamhill Community Action Partnership											**C**				**C**			
Amateur Radio Emergency Services		**S**																
VOAD/ARC/SA					S	S					P				P			
Area Utilities					S							P						
State of Oregon																		
Business Oregon																		**S**
Department of Administrative Services		**S**					**S**											

Table 3-1   Primary and Support Agencies by Function

Related County Annexes Key: P – Primary S – Support C – Community Partner	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works	ESF 4 Firefighting	ESF 5 Information and Planning	ESF 6 Mass Care	ESF 7 Resource Support	ESF 8 Health and Medical	ESF 9 Search and Rescue	ESF 10 Hazardous Materials	ESF 11 Food and Water	ESF 12 Energy	ESF 13 Military Support	ESF 14 Public Information	ESF 15 Volunteer and Donations Management	ESF 16 Law Enforcement	ESF 17 Agriculture and Animal Protection	ESF 18 Business and Industry
Department of Agriculture											S						S	
Department of Energy												S						
Department of Environmental Quality										S								
Department of Forestry				S														
Department of Human Services						S												
Department of Justice																S		
Department of Transportation	S	S	S															
Office of Emergency Management					S				S				S	S				
Office of the State Fire Marshal				S					S	S								
Oregon Health Authority								S			S							
Oregon Military Department													S					
Oregon State Police		S														S		
Public Utility Commission												S						
Federal																		
Department of Agriculture				S													S	
Department of Defense			S						S					S				
Department of Energy												S						
Department of Health and Human Services								S										
Department of Homeland Security		S	S		S	S	S		S	S				S				

Table 3-1 Primary and Support Agencies by Function																		
Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18
Key: P – Primary S – Support C – Community Partner	Transportation	Communications	Public Works	Firefighting	Information and Planning	Mass Care	Resource Support	Health and Medical	Search and Rescue	Hazardous Materials	Food and Water	Energy	Military Support	Public Information	Volunteer and Donations Management	Law Enforcement	Agriculture and Animal Protection	Business and Industry
Department of Interior									S								S	
Department of Justice																S		
Department of Transportation	S																	
Environmental Protection Agency										S								
General Services Administration							S											
Small Business Administration																		S

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4 Concept of Operations

4.1 General

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

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

- Operational status,

- Readiness and availability of essential resources,

- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.), and

- Significant concerns and issues dealing with potential or actual loss of life or property.

4.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the County in the following five mission areas.

Figure 4-1   Emergency Management Mission Areas

Prevention
To avoid, intervene, or stop an incident from occurring in order to protect lives and property

Protection
To reduce the vulnerability of Critical Infrastructure and Key Resources by deterring, mitigating, or neutralize terrorist attacks, major disasters, and other emergencies

Mitigation
To comprehensively reduce hazard related losses with the goal of ensuring the safety and security of citizens, infrastructure protection, and economic stability

Response
To address the short-term and direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs

Recovery
To restore vital services; personal, social, and economic wellbeing of citizens; and communities to pre-event or updated conditions.

4.3   Response and Recovery Priorities

4.3.1   Response Priorities

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

1. **Life safety**: self-protection and the protection of others from immediate harm.

2. **Incident Stabilization**: ensuring that the scene is as safe as it can be made and that no responders are being put needlessly in harm's way.

3. **Property/Environment Protection**: preventing, mitigating, or otherwise minimizing property losses in a disaster, particularly to help avert danger to human life.

4. Unit Reconstitution: Recall of critical employees, if the incident occurs during non-working hours, and the collection, inventory, temporary repair, and allocation of County assets in order to provide maximum prompt, sustained operations in response to disaster (may include

activation of the County EOC for the purpose of coordinating emergency response activities).

5. Emergency Food and Shelter: Provision of immediate food and shelter, primarily through the ARC and in coordination with the EOC, for disaster victims.

6. Restoration of Infrastructure: Restoration of critical infrastructures (utilities, telecommunications, transportation, etc.), typically requiring coordination among local, state, and Federal agencies and the private sector.

7. Statutory Response: Providing a partial or full range of County services beyond those of lifesaving, security, law enforcement, etc.; may include County support to other units of local government in their assigned missions, coordinating additional resources, declaring a state of emergency and requesting state and Federal assistance.

8. Near-Term Recovery: Restoration of lost or impaired capabilities caused by the effects of the disaster and return to normal operating conditions.

4.3.2   Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the County. This EOP is not a recovery plan; however, the County recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed.

Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or "new normal" conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The County's recovery priorities are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the County.

2. **Debris Removal:** Coordinate debris clearance, collection, and removal.

3. **Infrastructure Restoration:** Facilitate restoration of critical infrastructure.

4.4 Incident Levels

…section to be developed in the future…

4.5 Incident Management

4.5.1 Initial Actions

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

■ Alert threatened populations and, in collaboration with the Yamhill County Sheriff's Office, initiate dissemination of evacuation orders as necessary in accordance with ESF 2 - Communications.

■ Initiate appropriate emergency sheltering procedures with the Red Cross and other community partners if evacuation procedures are activated. Refer to ESF 6 – Mass Care 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 ESF 2 - Communications for more detailed information and specific procedures.

■ When it is determined that local resources will not meet the need of local and county emergency operations, prepare a draft declaration document for the county BOC. Prepare and submit an IDA (Initial Damage Assessment) to facilitate a formal declaration of emergency or disaster from the county to OEM when it is determined that local resources will not meet the needs of local and county emergency operations. The official declaration may be preceded by verbal notification.

■ Refer to ESF 7 – Resource Support for more detailed information and specific procedures.

4.5.2 Notification and Activation

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

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

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

4.5.3   Communications

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

See ESF 2 – Communications for detailed information regarding how these systems are accessed, managed, and operated throughout an emergency's duration.

4.5.3.1   Interoperability

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

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

The County Public Health Communications Plan addresses the need to coordinate routine and emergency Public Health communication methods and procedures between County Public Health and other emergency response agencies, the media, and the general public. This plan also outlines procedures to identify and obtain the resources needed for an effective public information response and communications with partners.

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

4.5.4   Situational Awareness and Intelligence Gathering

…section to be developed in the future…

4.5.5   Resource Management
…section to be developed in the future…

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

Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources. Resource typing lists are to be maintained by each department.

4.5.5.2   Credentialing of Personnel
…section to be developed in the future…

4.5.5.3   Volunteer and Donations Management
…section to be developed in the future…

4.5.6   Access and Functional Needs Populations
…section to be developed in the future…

4.5.7   Children and Disasters
…section to be developed in the future…

4.5.8   Animals in Disaster
…section to be developed in the future…

4.5.9   Demobilization
As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with near and long-term recovery operations. It is important for emergency responders to complete all forms, reports, and other documentation and submit materials to appropriate supervisors.

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

and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter).

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

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

- Responsibilities and procedures for damage assessment,

- Request procedures for recovery assistance,

- Redevelopment planning,

- Public information regarding available recovery assistance, and

- Capturing and implementing lessons learned.

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5 Command and Control

5.1 General

The ultimate responsibility for command and control of County departments and resources lies with the County Administrator, however, the Emergency Manager, will maintain direction and control of the County EMO, unless otherwise delegated. County emergency operations, both on-scene and in the County EOC, will be conducted in a manner consistent with NIMS, including use of ICS.

During a complex incident, the Board of Commissioners may sign a Delegation of Authority, empowering the EOC Incident Commander to assume executive control over all departments, divisions, and offices of the County during a state of emergency.

During a County-declared disaster, control is not relinquished to State authority but remains at the local level for the duration of the event

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Public Works Department, Sheriff's Office, and/or Fire District), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas.

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

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

The Yamhill County Sheriff's Office, in conjunction with the SAR team, has devised a concept for enhancing the ability to deploy emergency equipment. In the event of a disaster, emergency, or other situation where certain equipment is required, the Sheriff's Office maintains Emergency Response Vehicles. These Emergency Response Vehicles will be available for deployment to any emergency response agency in Yamhill County. Deployments outside of Yamhill County

will be considered on a case-by-case basis and within the provisions of any existing mutual aid agreements.

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

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the EOC and assign an EOC Incident Commander. The EOC and EOC Incident Commander support on-scene operations and coordinate County resources.

The request will be submitted to the Emergency Manager, who will determine whether to activate the County EOC and will assume, or designate, the role of EOC Incident Commander. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the County EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing County services, and then only when a situation threatens to expand beyond the County's response capabilities.

If appropriate, the on-scene Incident Commander or EOC Incident Commander may request that the Board of Commissioners declare a state of emergency.

5.4 Emergency Operations Centers

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

session will be conducted so these persons will be able to provide adequate support.

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

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

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

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

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

5.4.1   Emergency Operations Center Activation

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

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

- ■ **Type III: Standby Activation**. This is the lowest level of activation. This level of activation may include staffing the EOC Communications Function on an as needed basis, with other limited staff.

- ■ **Type II: Limited Activation**. A limited activation of the EOC occurs when a situation requires less than a full staffing of the positions and may not necessarily be activated on a 24-hour basis.

- ■ **Type I: Full Activation**. During a full activation, all appropriate EOC positions are filled and this level usually includes 24 hour staffing with staff working 12 hours on and 12 hours off (12/12)

Upon activation of the EOC, the emergency manager will:

- ■ Assume responsibility for all operations, direction and control of the EOC,

- ■ Notify the State Emergency Management office (OERS) (1-800-452-0311),

- ■ Notify YCOM (503-434-6500)

- ■ Notify Newberg dispatch (503) 538-8321 or NBG_911@newbergoregon.gov

- ■ Work with the Operations Section Chief and the Incident Commander in ensuring that all incident response operations are carried out as effectively and efficiently as possible,

- ■ Determine the level of activation necessary at that point in time and mobilize appropriate IMT members,

- ■ Provide periodic updates to the Policy Group as the situation requires, and

- ■ Alert the appropriate personnel, agencies and organizations, to include contiguous jurisdictions.

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

- ■ Trained reserves and volunteer groups will conduct emergency operations, to include utilization of resources supplied through mutual aid agreements.

- ■ State and Federal support will be requested if the situation dictates.

- ■ The emergency manager, in conjunction with the Incident Commander and/or Operations Section Chief, may establish an on-scene command post to maintain close contact and coordination with the EOC.

■ Heads of departments and organizations are responsible for emergency functions as assigned by their SOPs/SOGs and appropriate EOP annexes.

■ Security services at the EOC will be provided by the county sheriff.

■ Each EOC member will have a designated alternate (previously assigned) in case absence or operational activities preclude his or her presence. This ensures "Continuity of Government," and allows a smooth transition during shift changes, preventing any unforeseen breakdowns in the transition process.

The EOC will be responsible for:

■ Coordination of Council of Churches and other volunteer agencies.

■ Identification of emergency feeding sites (in coordination with Red Cross and Salvation Army or other disaster relief organization).

■ Identification of sources of clothing for disaster victims (may coordinate with Salvation Army or other disaster relief organization),

■ Securing of emergency food supplies source (with the Red Cross and Salvation Army or other community/disaster relief organization),

■ Coordination of operations of shelter facilities, whether the city and county, local volunteers or organized disaster relief agencies such as The Red Cross operate them,

■ Ensuring that shelters are accessible by those who have special needs,

■ Coordination of special care requirements for sheltered groups such as unaccompanied children, the aged, and others;

5.4.2   Emergency Operations Center Location

…section to be developed in the future…

5.4.3   Emergency Operations Center Staffing

…section to be developed in the future…

5.4.4   Access and Security

…section to be developed in the future…

5.4.5   Incident Management Software

*…section to be developed in the future…*

5.4.6   Deactivation

…section to be developed in the future…

5.5   Incident Command System

ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The County will utilize ICS to manage resources and activities during an emergency response, in order to communicate with other responding agencies using common terminology and operating procedures (Figure 5-1).

The County ICS structure can be expanded or contracted, depending on the incident's changing conditions.

Figure 5-1   Example of a Command Structure for the County
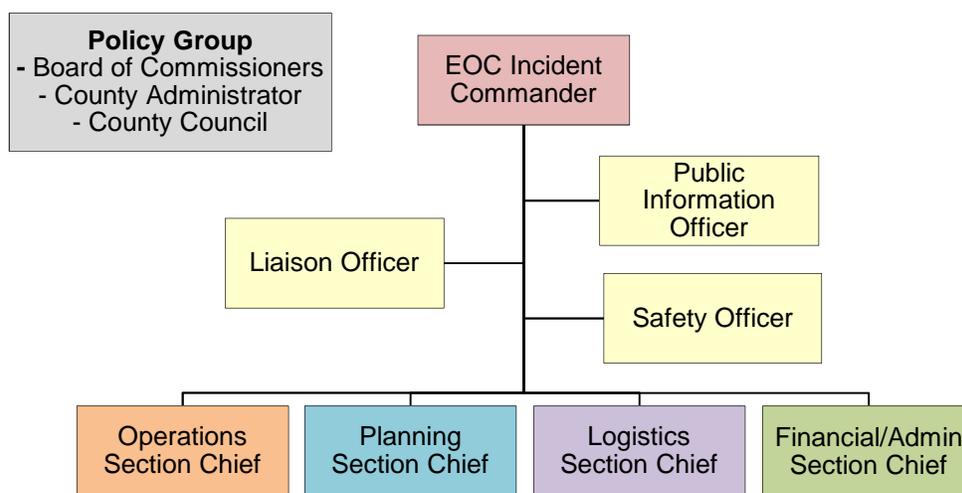
See Appendix C for a full EOC Organizational Chart.

Plain language shall be used during all aspects of emergency response in Yamhill County and is essential to public safety and the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, state and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, no matter the size, scope, or complexity of the incident. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

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

support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations.

See ESF 5—Information and Planning for more information on the County's EMO command structure.

5.5.1 Emergency Support Function Assignments within the Incident Command System

The stand-alone ESF annexes to this plan contain general guidelines for Yamhill County governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the County EOC or other designated facility where response efforts will be coordinated. Table 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	ESF Assignments Within ICS	
ESF No.	**Title**	**Section**
ESF-1	Transportation	Logistics, Planning
ESF-2	Communications	Operations
ESF-3	Public Works	Operations
ESF-4	Firefighting	Operations
ESF-5	Information and Planning	Incident Command
ESF-6	Mass Care	Operations, Logistics, and Liaison
ESF-7	Resource Support	All
ESF-8	Health and Medical	Operations and Liaison
ESF-9	Search and Rescue	Operations
ESF-10	Hazardous Materials Response	Operations
ESF-11	Food and Water	Operations
ESF-12	Energy	Logistics
ESF-13	Military Support	Operations
ESF-14	Public Information	Incident Command, PIO, and Liaison
ESF-15	Volunteers and Donations Management	Logistics

Table 5-1	ESF Assignments Within ICS	
ESF No.	**Title**	**Section**
ESF-16	Law Enforcement	Operations
ESF-17	Agriculture and Animal Protection	Operations
ESF-18	Business and Industry	Operations

5.5.2   On-Scene Incident Commander

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

In general, the Incident Commander is responsible for <u>all functions not assigned</u> to one of the ICS sections and for the following specific tasks:

- Determine <u>initial</u> incident objectives and strategies,

- Approve and support implementation of an Incident Action Plan (IAP),

- Coordinate all activities supporting the incident or event,

- Liaise with local, state and federal officials, elected and appointed,

- Approve release of information through the Public Information Officer (PIO), and

- Perform the duties and functions of any and all Command and General Staff ICS positions to which no one is assigned.

5.5.3   Emergency Operations Center Incident Commander

The EOC Incident Commander is responsible for operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Incident Commander is responsible for:

- Maintaining EOC operations in accordance with the principles of ICS and NIMS.

- Coordinating activities supporting in support of emergency operations.

- Approving release of information through the PIO.

■ Performing the duties of the following Command Staff if no one is assigned to the position:

- Safety Officer

- PIO

- Liaison Officer

■ At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Incident Commander may change to meet the needs of the incident.

5.5.4 Emergency Operations Center Command Staff

5.5.4.1 Safety Officer

The duties of Safety Officers include the following:

■ Identifying initial hazards and personal protective equipment requirements,

■ Defining contaminated and decontamination areas,

■ Implementing site control measures,

■ Monitoring and assessing the health and safety of response personnel and supporting staff (including EOC staff),

■ Developing the safety message for the IAP,

■ Preparing and implementing a site Health and Safety Plan and updating the Incident Commander on safety issues or concerns as necessary, and

■ Exercising emergency authority to prevent or mitigate unsafe acts.

5.5.4.2 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies, tribal entities, political officials, and stakeholders. These duties include the following:

■ Develop and coordinate release of information to incident personnel, media, and the general public,

■ Coordinate information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, establish and staff a Joint Information Center (JIC),

- Implement information clearance processes with the Incident Commander,

- Advocate FOR the media, and

- Conduct and/or manage media briefings and implement media-monitoring activities.

5.5.4.3   Liaison Officer

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

- Serve as the contact point for local government officials, agency or tribal representatives, and stakeholders,

- Coordination of council of churches and other volunteer agencies,

- Coordinate information and incident updates among cooperating and assisting agencies, and

- Provide resource status updates and limitations among personnel, capabilities, equipment, and facilities to the Incident Commander, government officials, and stakeholders.

5.5.5   Emergency Operations Center General Staff

5.5.5.1   Operations Section Chief

The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations section is typically organized into functional units involved in tactical operations. Thus, typical agencies included in the Operations Section are fire (emergencies dealing with fire, earthquake with rescue, or hazmat), law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations), public health officials (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health), and public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and non-governmental organizations may also support the Operations section.

The Operations Chief is responsible for:

- Developing subsequent incident operational and tactical objectives,

■ Developing and coordinating tactical operations to carry out the objectives outlined in the IAP,

■ Working with Planning and the Incident Commander to develop a realistic operational and resource strategy,

■ Participating in the Strategy Meeting Briefing,

■ Participating in the development of the IAP (ICS 202, 203,204), and

■ Requesting resources needed to support the IAP.

5.5.5.2 Planning Section Chief

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

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

■ Preparing and disseminating the IAP,

■ Tracking of all incident resources, (T-Cards, etc),

■ Generating resources status reports,

■ Development of incident status summary reports (ICS 209),

■ Documentation of the entire incident,

■ Mapping of the incident,

■ Demobilization of resources,

■ Conducting planning meetings;

■ Conducting tactical and shift change briefings, and

■ Developing contingency plans for tactical operations.

5.5.5.3 Logistics Section Chief

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

■ Ordering, providing and managing certain resources to meet the needs of the incident,

- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel,

- Manage food, communications and medical programs for responders,

- Estimating future support and resource requirements, and

- Assisting with development and preparation of the IAP (ICS 205, 206).

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

5.5.5.4   Finance/Administration Section Chief

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

- Monitoring costs related to the incident,

- Maintaining accounting, procurement, and personnel time records,

- Developing alternative emergency purchasing procedures and protocols, and

- Conducting cost analyses.

5.5.6   Incident Command Posts and Other Facilities

ICPs may be established on-scene or within close proximity to an incident to support tactical operations. In addition, an incident communications center is sometimes co-located with the ICP. Depending on the incident type and agencies involved, mobile command posts may be used on-scene to augment resources and capabilities for the duration of response activities.

5.5.7   Unified Command (UC)

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

but work to resolve shared issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and federal response partners, a UC may replace a single organization Incident Commander. Each of the four primary ICS sections may be further subdivided, as needed. Figure 5-2 is an example of a unified command organizational chart for Yamhill County, providing operational flexibility to expand or contract staffing depending on the incident's nature and size.

Table 5-2 presents a comparison of a single Incident Commander and Unified Command.

Table 5-2	Comparison of Single Incident Commander and Unified Commander
Single Incident Commander	**Unified Command**
The Incident Commander is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies. The Incident Commander is directly responsible for ensuring that all functional areas activities are directed toward accomplishment of the strategy.	The individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, plans, resource allocations, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

Figure 5-2   Example of a Unified Command Structure for Yamhill County
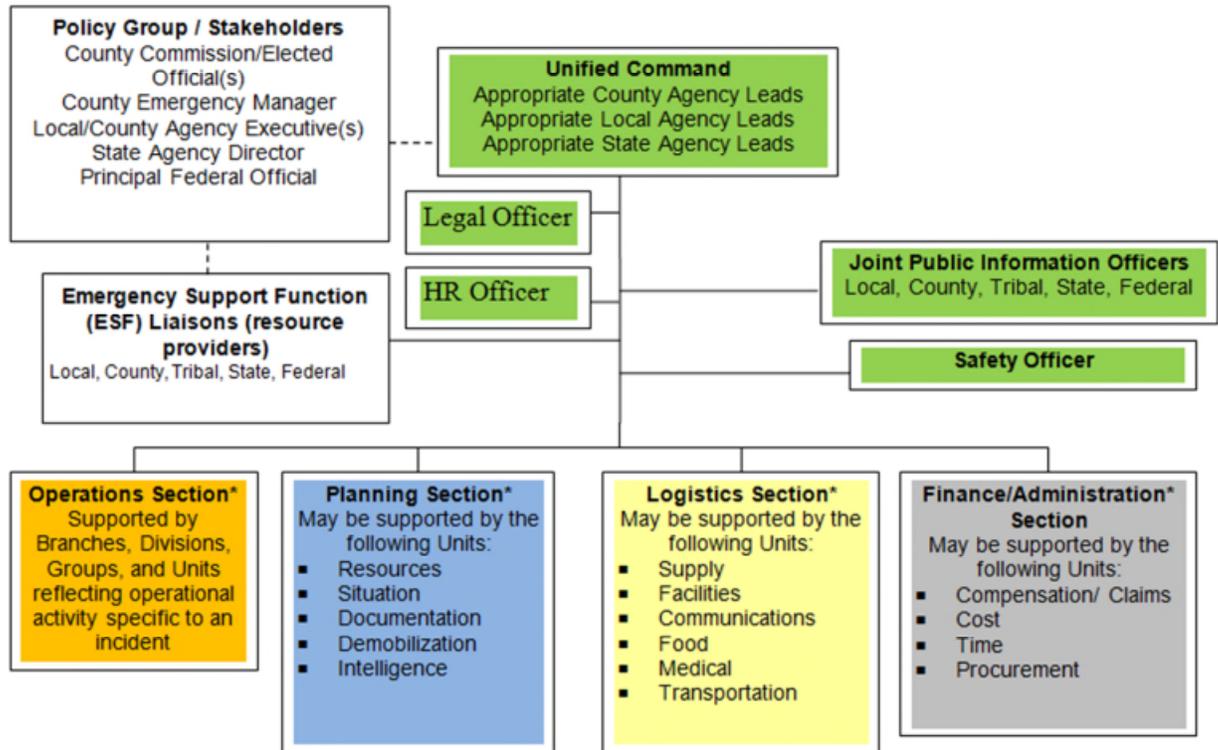
*Note: In any type of incident, a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of National Significance or those presumed or confirmed to be terrorist-related.

5.5.8   Area Command

…section to be developed in the future…

5.5.9   Multi-Agency Coordination

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

6 Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

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

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

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

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

6.2 Training Program

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 that enables effective execution of existing response plans, procedures, and policies.

6. Plan Development, Maintenance and Implementation

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

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). The Emergency Manager 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, as well as:

- Law enforcement personnel

- Public works/utility personnel

- Skilled support personnel

- Other emergency management response personnel

- Support/volunteer personnel at all levels

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

6.3 Exercise Program

…section to be developed in the future…

6.4   Event Critique and After Action Reporting

…section to be developed in the future…

6.5   Community Outreach and Preparedness Education

…section to be developed in the future…

6.6   Funding and Sustainment

…section to be developed in the future…

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A Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

Figure A-1   Declaration Process

```
                        ┌─────────────────────────────┐
                        │     Emergency or Disaster    │
                        └─────────────────────────────┘
```

Yamhill County teams assess the damage and report to a central point of contact – usually the EOC.

A parallel track is followed by all of the cities within the County.

Damage reports are collated and a report is forwarded to the Chair with a recommendation to declare a disaster or not, based on the location and extent of damage.

If any or all of the cities declare, the signed declaration is sent to Yamhill County Emergency Management for inclusion in the County's declaration.

If appropriate, a Declaration document is prepared for the Chair's signature.

Once signed, a copy is faxed to Oregon Emergency Management, duty officer. A hard copy is mailed.

A copy of the County's declaration is sent to the cities within the County

Documentation of all activities relative to the incident MUST be logged on an ICS 214.

Documentation of all activities relative to the incident MUST be logged on an ICS 214.

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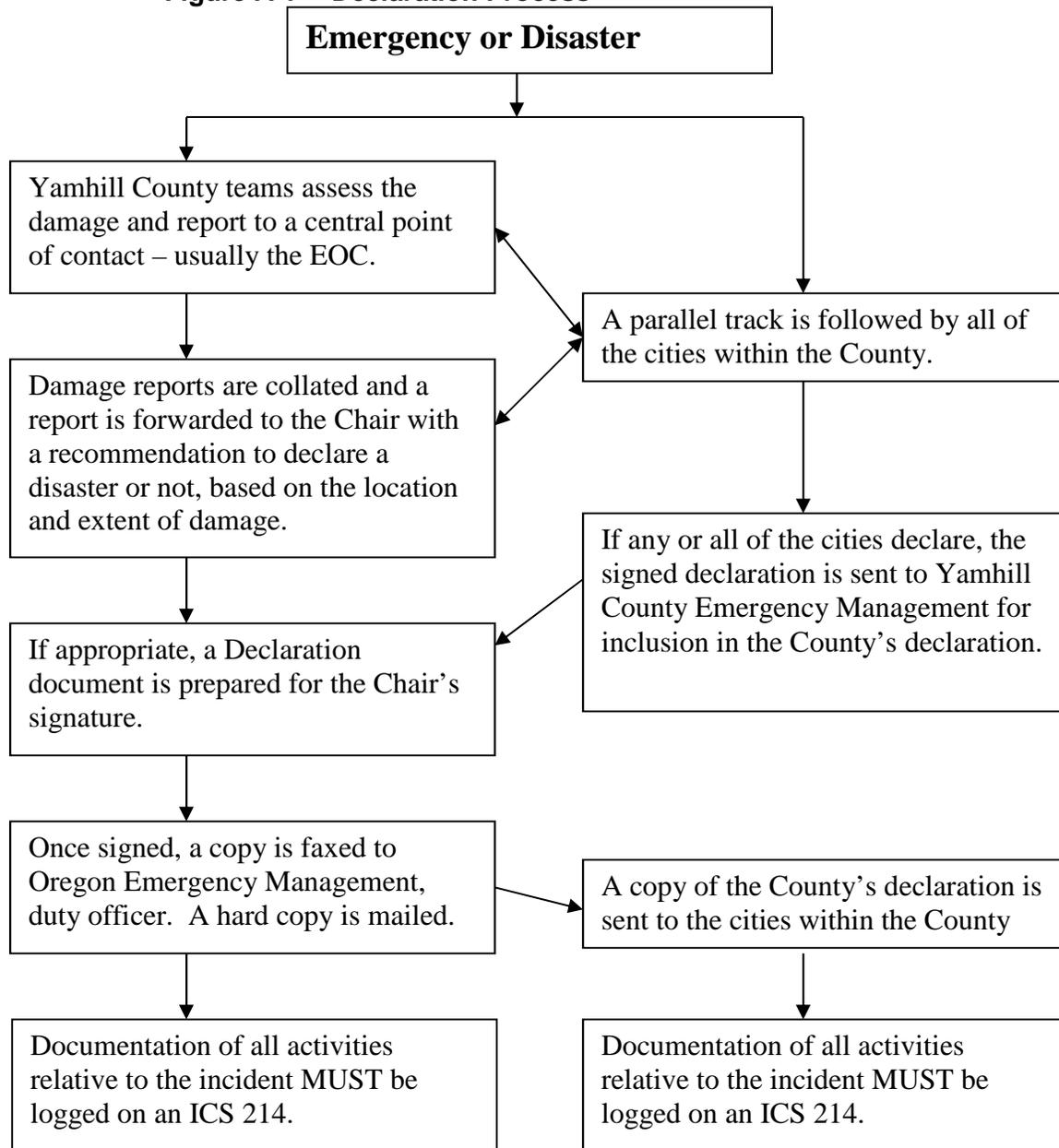
Yamhill County EOP   **Basic Plan**

Appendix A. Declaration of State of Emergency

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Appendix A. Declaration of State of Emergency

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

</div>

In the Matter of Declaring a   )   Board Order
"State of Emergency"   )   Resolution_____
Within Yamhill County   )

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

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

_____

_____

_____

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

WHEREAS, this emergency/disaster was caused by _____
_____

_____
(describe cause of incident more specifically)

WHEREAS, the following conditions, _____
_____

_____

_____, now
exist in the impacted area;

WHEREAS, Ordinance 883 serves as a basis for an emergency declaration and emergency
control in the public's interest;

IT IS HEREBY RESOLVED that I, _____, Chair of the
Yamhill County Board of Commissioners, declare the area described in the first paragraph
above, to be in a State of Emergency.

I further declare that this declaration of a State of Emergency shall continue until terminated by further action of the Yamhill County Board of Commissioners.
I further declare the following hours of curfew for the area described above. All persons, other than authorized official personnel, are hereby prohibited from being on the streets, in parks, and other public places during the hours of curfew from _____ o'clock p.m. to _____
o'clock a.m. of each day during the period described above. (Optional paragraph)

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

By _____
    Chair, Yamhill County Board of Commissioners

APPROVED AS TO FORM:

By _____
    Yamhill County Counsel

Appendix A. Declaration of State of Emergency

<div align="center">

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

</div>

In the Matter of Requesting the   )
Governor of the State of Oregon   )   Resolution_____
to declare a "State of Emergency"   )   Board Order _____
in Yamhill County   )

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

WHEREAS, _____
<div align="center">(incident)</div>
has affected Yamhill County, specifically:

_____

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

WHEREAS, this emergency/disaster was caused by _____

_____

_____
(describe cause of incident more specifically)

WHEREAS, the following conditions, _____

_____

_____

_____, now
exist in the impacted area.

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

WHEREAS, Ordinance 883 serves as a basis for an emergency declaration and shall be an exercise of police power and emergency control in the public's interest.

Appendix A. Declaration of State of Emergency

WHEREAS, I _____, Chair of the Yamhill County Board of Commissioners, declare the area described in the first paragraph above, to be in a "State of Emergency" on _____day of _____, 20___, at _____ o'clock a.m./p.m., and,

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

BE IT FURTHER RESOLVED that I, _____, respectfully request that the Governor of the State of Oregon declaresYamhill County to be in a "State of Emergency" as provided in ORS 401.165.

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

1.   A "State of Emergency" exists in Yamhill County, and
2.   All appropriate and available resources have been expended and further response is beyond the capability of Yamhill County.

I respectfully request appropriate support from State and/or Federal agencies, as provided in ORS 401.165 and 401.175, for the following forms of assistance. *(State needs/support not agencies.)*

_____
_____
_____

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

BE IT FURTHER RESOLVED that I, _____, respectfully request that the Governor of the State of Oregon declares/does not declare Yamhill County to be in a "State of Emergency" as provided in ORS 401.05165.

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

By   _____
        Chair, Yamhill County Board of Commissioners

APPROVED AS TO FORM:

By   _____
        Yamhill County Counsel

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

In the Matter of Declaring a   )   Board Order _____
 "State of Emergency"   )   Resolution_____
Within Yamhill County   )

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

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

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

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

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

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

1. In accordance with Ordinance 883, a "State of Emergency"   is hereby declared within Yamhill County.

2. That the Emergency Operations Plan has been implemented and the EOC is activated.

3. That the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Service procedures and Ordinance 883 provide the bases for invoking this Emergency Declaration, which shall continue until terminated by further action of the Yamhill County Board of Commissioners.

4. That this board order and resolution shall take effect immediately from and after its issuance.

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

By _____
   Chair, Yamhill County Board of Commissioners

ATTEST:

Brian VanBergen   By _____
County Clerk   Deputy _____

B

Incident Command System Forms

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Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

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

* to be used to brief the FIRST incoming relief Incident Commander.
   Subsequent incoming Incident Commanders will be briefed using the current
   Incident Action Plan.

Items with ← are to be included in EOC training.

A full set of ICS plans are also available at:
https://training.fema.gov/emiweb/is/icsresource/icsforms.htm

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C

Emergency Operations Center Position Checklists
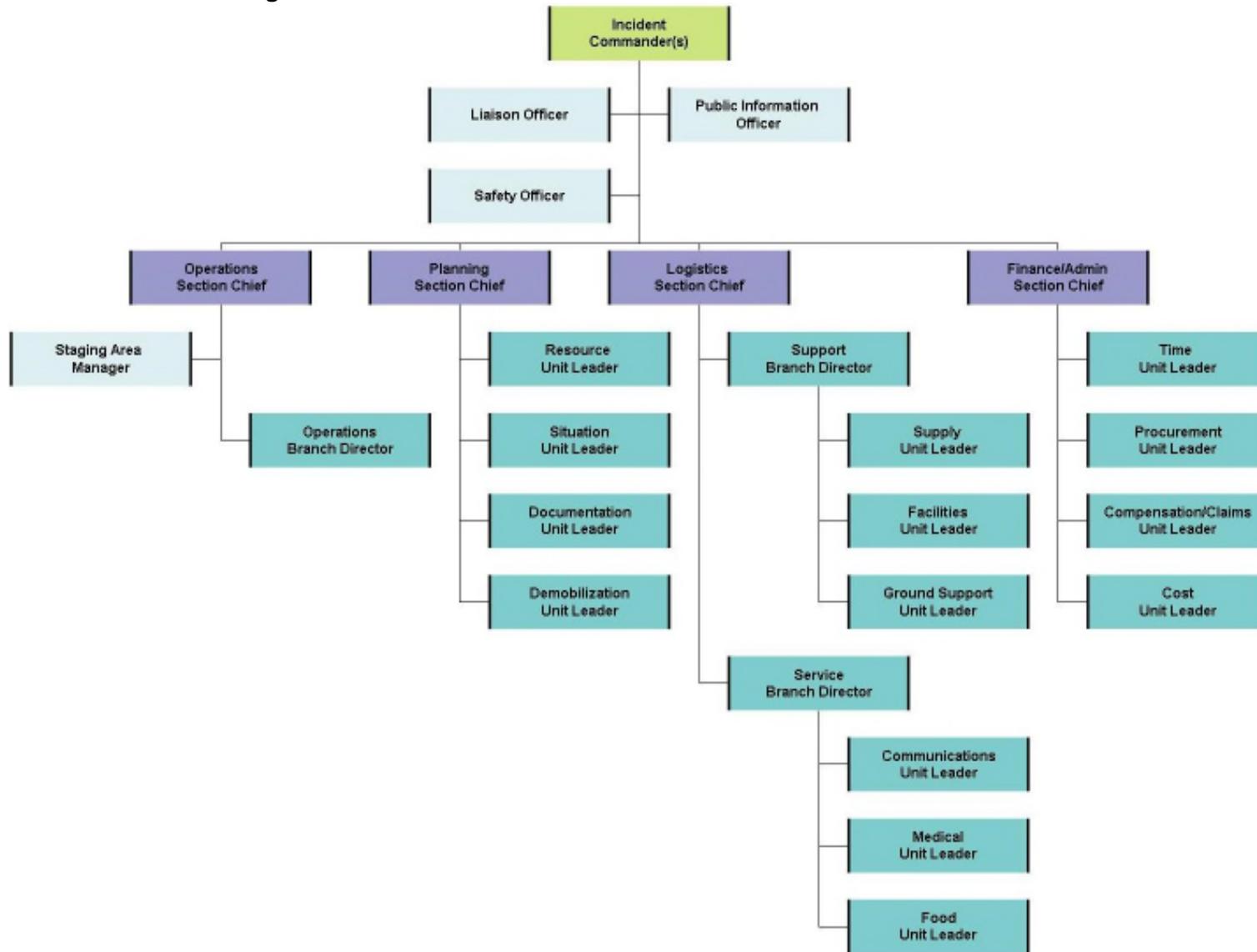
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Appendix C. Emergency Operations Center Position Checklists

Index of EOC Position Checklists

The following checklists are included in this appendix.

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

Figure C-1   EOC Position Organizational Chart

D

Incident Action Planning Cycle

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Appendix D. Incident Action Planning Cycle

An Incident Action Plan is the vehicle by which Incident Command communicates their expectations and provides collaboration and participation among all levels of incident management. A complete Incident Action Plan facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The Planning "P" in Figure D-1 is a guide to the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period whereas the top of the leg of the "P" is the beginning of the first operational planning period cycle.

Figure D-1   Planning "P"
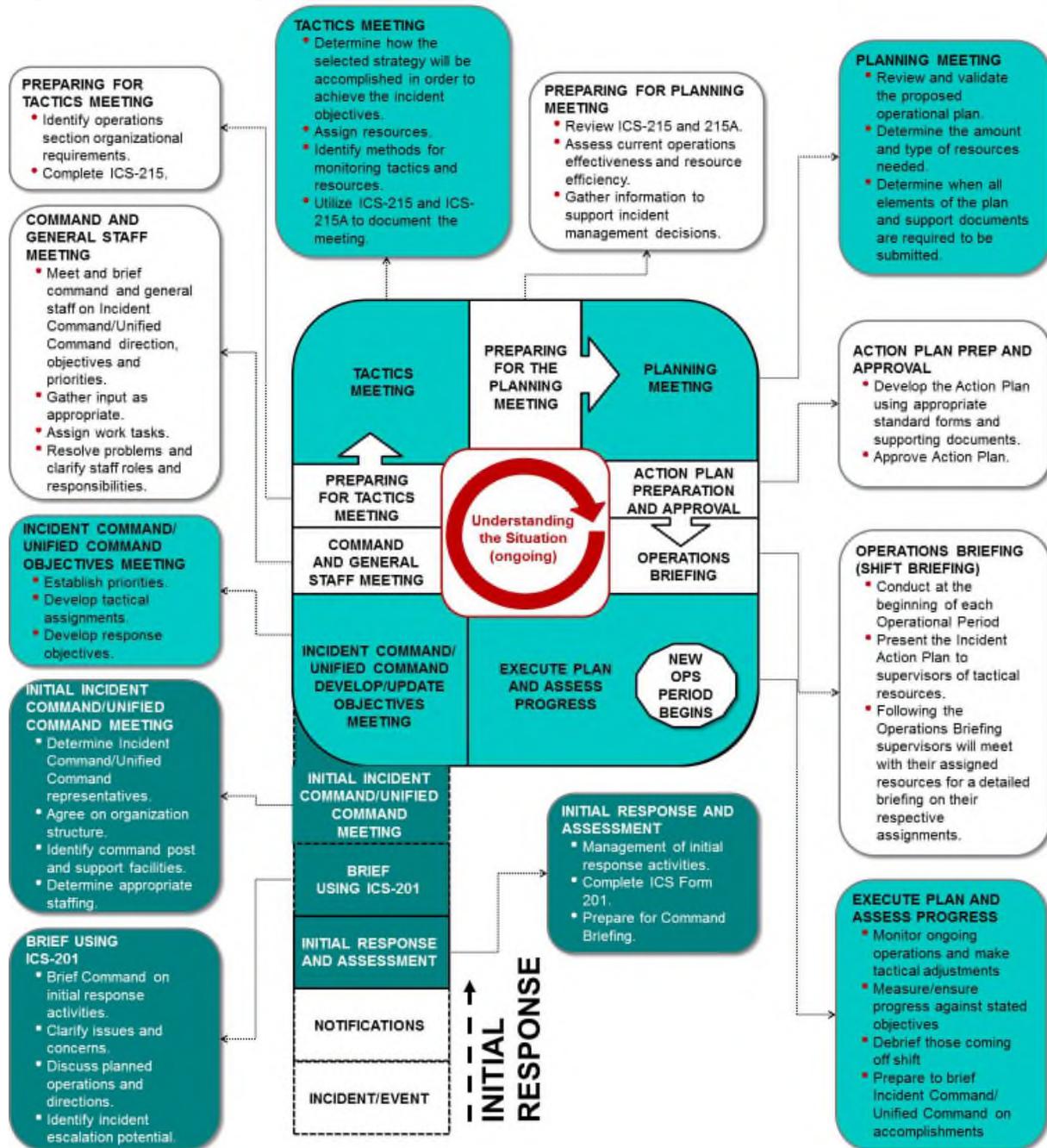
Appendix D. Incident Action Planning Cycle

An Incident Action Plan should be comprised of the items listed in Table D-1, along with pertinent information on each item.

Table D-1	Incident Action Plan Components and Sequence of Assembly			
Order	**ICS Form**	**Title**	**Required**	**Prepared By**
1	200	Cover Sheet	Always	Planning Support Unit Leader
2	202	Incident Objectives	Always	Situation Unit Leader
3	205	Incident Radio Communications Plan	As the incident requires – Radio Use	Communications Unit Leader
4	205A	Incident Telephone Communications Plan	Always	Resource Unit Leader
5	207	Incident Organization Chart	Always	Resource Unit Leader
6		Incident Map	Always	Situation Unit Leader /GIS Unit
7	204	Assignment List	Always	Resource Unit Leader
8	220	Air Operations Summary	As the incident requires – Air Ops	Operations Section Chief/Air Operations Branch
9	206	Medical Plan	Always	Safety Officer
10	230	Meeting Schedule	Always	Situation Unit Leader
11	213	General Message	Optional	Any Message Originator
12	Other components as needed		Optional	Planning Support

For more information, see FEMA's Incident Action Planning Guide, June 2012

E Agreements and Memorandums of Understanding

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Appendix E. Agreements and Memorandums of Understanding

The following Agreements and Memorandums of Understanding are in place for the County:
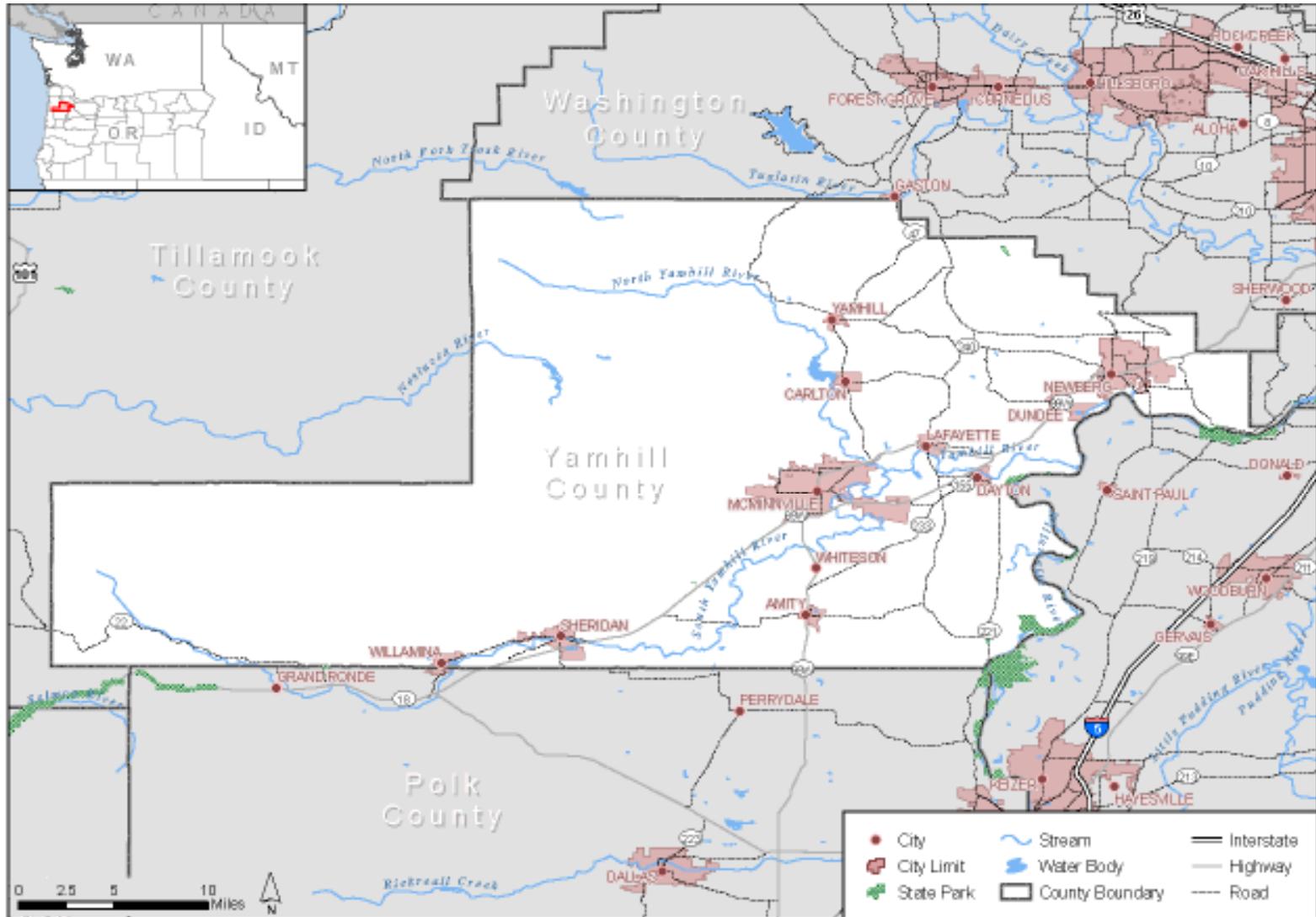
- ■ *…to be developed in the future…*

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F | Maps

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Yamhill County
Emergency Operations Plan

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G References

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Federal

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FEMA Policy

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- State of Oregon Emergency Operations Plan, as revised November 2013. Accessed on 20 December 2013 at: http://www.oregon.gov/OMD/OEM/Pages/plans_train/EOP.aspx

- Oregon State Fire Marshal, Fire Service Mobilization Plan. 2013. Accessed on 20 December 2013 at: http://www.oregon.gov/osp/SFM/docs/2013MobPlan.pdf

- Emergency Declaration Guidelines for Local Elected and Appointed Officials. September 2011. Accessed on 20 December 2013 at: http://www.oregon.gov/OMD/OEM/docs/library/ea_officials_guide_sept_2011.pdf

- Oregon Revised Statutes (ORS) 2011 Edition. Chapters 401 through 404. Accessed on 20 December 2013 at: https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

- Oregon Administrative Rules (OAR) 104: Oregon Military Department. Accessed on 20 December 2013 at: http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_104/104_tofc.html

County

Copies of the following documents can be obtained by contacting the Emergency Manager:

- Pandemic Influenza Response Plan. Yamhill County Public Health. April 2007.

- Public Health Communications Plan. Yamhill County Public Health. June 2006.

- Yamhill County Natural Hazards Mitigation Plan. Mid-Willamette Valley Council of Governments. August 2006

- Yamhill County Resource Guide. Yamhill County Emergency Management. 2006.

- Yamhill County Strategic National Stockpile Receiving and Distribution Plan. Yamhill County Public Health. March 2007.

- YCPH Chemical Emergency Response Plan. Yamhill County Public Health. April 2007.

- Memoranda of Agreement / Understanding

Other

- City Emergency Operations Plans

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

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H | Glossary of Key Terms

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

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

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

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

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

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

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

Allocated Resource: Resource dispatched to an incident.

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

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

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

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

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

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

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

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

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

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

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

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

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

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

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

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics,

Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to

supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

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

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

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

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

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

Event: See Planned Event.

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

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

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

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident

management needs. The term function is also used when describing the activity involved (e.g., the planning function).

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

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

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

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

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

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

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

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and 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 Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

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

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

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

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

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

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

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

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

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

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; 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., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

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

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

Letter of Expectation: See Delegation of Authority.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix H. Glossary of Key Terms

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

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

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

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

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

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

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

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

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

Retrograde: To return resources back to their original location.

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

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

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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